



# Programme Co-ordinator (Wednesday Club & Community Programmes)

## Job Purpose

- To provide co-ordination of BUILD Charity's community based social and leisure opportunities programmes
- To provide leadership and co-ordination of a weekly evening social activity club for adults with disabilities in Norwich

## Job Location

- The role will primarily be based at Church House, Church Alley, Redwell Street, Norwich NR2 4SN with delivery at the Vauxhall Community Hub (in central Norwich) as well as other activities at other locations normally within Norfolk.

## Working Hours

- 18.5 hrs per week – Worked flexibly, these will normally include daytimes on a Tuesday, Wednesday and Thursday and every Wednesday evening with regular other evening and weekend work required for which time off in lieu of contracted hours will be given.

## Salary

- The starting salary will be £18,000 per annum (pro rata) based on 18.5 hours per week. This level reflects the evidenced skills, qualities and experience demonstrated to us within the application process and is in line with BUILD's current salary structures which are reviewed by Trustees annually in the Spring. Overtime is not payable, however time off in lieu of hours worked over the number of contracted hours is granted within our flexible working policy.

## Responsible to:

The BUILD Charity Chief Executive

## Responsible for:

Managing and supporting a team of volunteers

Key Responsibilities	Key skills, knowledge, experience and behaviours (E = Essential D = Desirable)
<ol style="list-style-type: none"> <li>1. To plan, support the delivery of, and evaluate, a varied community based social and leisure opportunities programme for adults (16+) with disabilities that widens their horizons within their local community.</li> <li>2. To plan, deliver and evaluate a weekly evening social activity club for adults with disabilities in Norwich</li> <li>3. To work in partnership with, support and co-ordinate, a team of lead, and supporting volunteers, of mixed ability and age, tasked with delivering programmed activities in all settings.</li> <li>4. To take lead responsibility within the Charity, through a partnership of colleagues, in the research and production of an accessible quarterly “Opportunities programme” guidebook for beneficiaries and supporters published in print and on-line.</li> <li>5. To work in partnership with colleagues in ensuring that the bookings and communications systems to support beneficiary and volunteer engagement are fit for purpose.</li> <li>6. Risk management – preparing, reviewing and maintaining up to date, and compliant, risk assessments for programmed activities – to be authorised by the Chief Executive.</li> <li>7. Occasionally act as the BUILD Charity Duty Manager in the absence of the Chief Executive, or other colleagues, to</li> </ol>	<p><b>The post holder will be expected to be able to demonstrate the following key skills, knowledge or experience and behaviours.</b></p> <ul style="list-style-type: none"> <li>• Fully competent with Microsoft Office Suite (D)</li> <li>• Planning and organisation skills (E)</li> <li>• Proactive approach to work (E)</li> <li>• Effective Communication - specifically experience of drafting reports, plans and risk assessments (E)</li> <li>• Experience of producing high quality, and accurate communications and marketing materials (D)</li> <li>• Data Protection policies and data management (working knowledge) (D)</li> <li>• Flexible approach to working hours with some weekends and evenings (E)</li> <li>• Project management skills (E)</li> <li>• Ability to work alone, or with minimal supervision (E)</li> <li>• Educated to GCSE or Level 2 equivalent in Maths and English Language or higher (D)</li> <li>• Risk management and Health and Safety - experience of working within policy and procedure, maintain and manage make judgement to escalate as appropriate. (D)</li> <li>• Event management skills (D)</li> <li>• Working with adults with disabilities (D)</li> <li>• Co-ordinating and supporting volunteer engagement (E)</li> <li>• Ability to drive and provide a suitably insured vehicle for regular work related travel (E)</li> </ul>

<p>provide information and advice to beneficiaries, carers and volunteers out of normal working hours.</p> <p>8. Providing cover for other colleagues when required to ensure the effective running of the charity and its services.</p> <p>9. Contribute to the management and delivery of The BUILD Charity events programme</p> <p>10. Actively represent and positively promote The BUILD Charity in everyday contact, and at events, and ensure that The BUILD Charity's profile is professionally maintained.</p>	<p><b>For an informal discussion about this role please call, or e mail</b></p> <p><b>James Kearns</b> Chief Executive</p> <p><b>On 01603 618029</b></p> <p>Or <a href="mailto:james.kearns@buildcharity.co.uk">james.kearns@buildcharity.co.uk</a></p>
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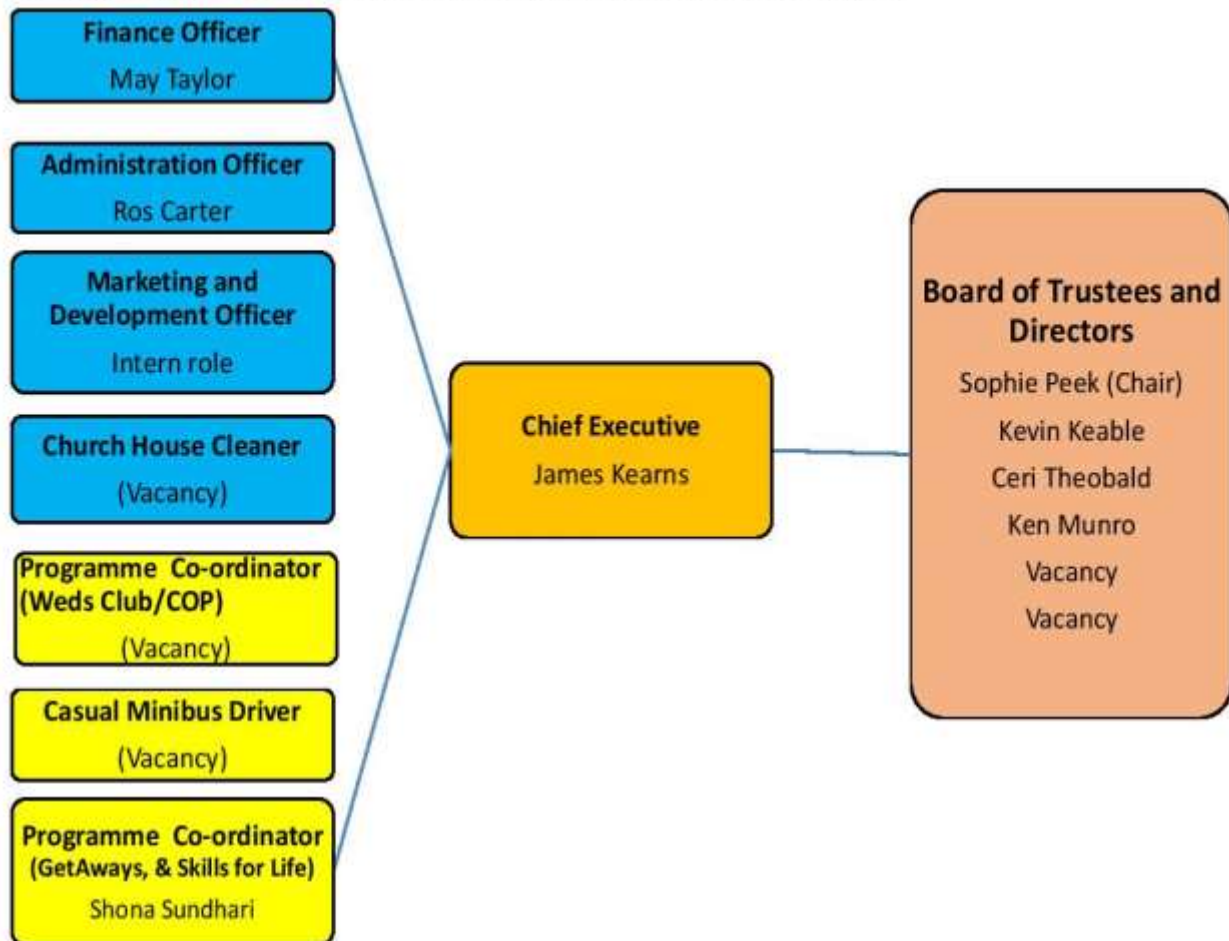
### **Recruitment and Appointment details:**

- Applications are invited using the BUILD Charity Staff Application Form which should be fully completed and returned, with a current CV, by e mail to [jobs@buildcharity.co.uk](mailto:jobs@buildcharity.co.uk) to arrive no later than 23.59 on Sunday 26<sup>th</sup> January 2020.
- Shortlisted candidates will be invited to attend a selection event, in Norwich, on Thursday 6<sup>th</sup> February 2020
- Appointment of a successful candidate will be subject to references, and the results of an enhanced check with the Disclosure and Barring service.
- The successful candidate will be expected to take up the role as soon as possible after appointment and referencing.

The Governance Model for the BUILD Charity works as follows:



The operational team of employees and Trustee-Directors works as follows:



In addition, we have a team of Lead Volunteers who primarily lead themed activities, and make up the membership of either the Programme Development and Delivery Team, or the Marketing Fundraising and Events Team.

Ten Pin Tuesdays Tim Taylor	Sunday Lunch Club Eric Harris	Saturday Swimming Jamie Lamb	Sunday Cinema Hannah Riches	Grow & Go Chris Willett	International Food Quest Linda May
Weekend Walkabout Ken Munro	Fitness For Fun Sarah Harper	BUILD MFE Team Carol Goodbody	Skills For Life	GetAways	