

## **KEEN Project Coordinator (In-Person Activities, Oxford):**

### **Role Description: July 2024**

As an award-winning charity, KEEN exists because children and adults with disabilities and additional needs are still not fully included in their communities, and this has to change! We create our own inclusive programme of sessions and projects for our children and adults to support and empower their development, assisted by our enthusiastic, friendly and active volunteer team, support other organisations to make their own provision open to all, and campaign more widely for a fairer inclusive society.

Our Project Coordinator for In-Person activities in Oxford is a key leadership role at the heart of our sociable and fun team. You will coordinate all aspects of our inspiring and unique in-person session programme, support our exceptional volunteers, and be the primary contact for them and the community.

You will be someone who can bring to the role both a love of what we do, and your own ideas for how you can use your skills to change the role, KEEN itself and our communities for the better.

Each day as the KEEN Coordinator is very different. In one day, you might be a guest speaker in a local school or business, then running a Zig-Zag dinosaur themed crafts session for our under 10's, before training new volunteers in adaptations they could use in our young adult's drama session. On another day you might be in meetings with the local authority about enhancing inclusivity, finalising a KEEN fundraising application and then attending a volunteer social in the evening.

If those sounds like worthwhile days that you could see yourself making the most of: you could be our new Programme Coordinator.

This role has a record of providing a fantastic stepping stone into positions within both the not-for-profit and for-profit sectors. Our team has always consisted of incredible people who want to make society more inclusive, and we aim to support that development at KEEN for wherever they choose to go next.

**Key details:**

- **Line Manager:** Reporting to the Board of Trustees
- **Salary:** £27,644 per annum.
- **Location:** Central Oxford with some sessions in East Oxford and occasional trips further a field
- **Hours:**
  - o Full time (37.5-hour week) contract ending 31 August 2025, subject to probationary period of two months.
  - o Requires flexible working times including some evenings (no more than three a week) and Saturdays during term time.
  - o Minimum of two full days off a week, with the Trustee board willing to provide cover of regular sessions at pre-arranged intervals to allow more/flexibility in days off when required.

**Planned start date:** 1<sup>st</sup> September, with some flexibility for earlier or later start dates dependent on all circumstances.

**Holiday:** 28 days per annum paid holiday, aimed to be taken outside of term time.

## Our Session Programme and Projects

Our in-person programme runs over three, eight-week terms (overlapping the Oxford University terms). We also have a virtual programme which runs throughout the year.

Sessions cover a wide range of areas including the sports, arts and other social/recreational activities. More information on these can be found at [www.keenoxford.org](http://www.keenoxford.org). They are characterised by the energy and enthusiasm of our participants (over 200 across all sessions) and our team of dedicated Session Buddies (the majority of whom are university students or in 16+ education).

## **Key responsibilities:**

### Coordinate, manage, and supervise our session programme and projects:

- Ensure that all sessions and special events (e.g. KEEN Birthday Party, Easter Egg Hunt and Olympics) are planned and led to a high standard
- Plan, supervise and run 6 sessions each week in person (spanning sports, crafts, gardening, and drama)
- Organise venues, transport, service providers, and all other session logistics and records
- Coordinate and be the key point of contact for all key programme communications/publicity
- Organise and run the KEEN+ programme of holiday activities including panto trips, bowling, workshops etc

### Participant responsibilities and safeguarding:

- Build relationships with our participants and adapt and plan activities to meet their needs
- Provide support and guidance to volunteers on how best to support participants
- Induct new participants through collecting the necessary information and providing support at sessions as needed
- Support our participant buddies with skills acquisition and participation in activities
- Act as the day-to-day point of contact for volunteer safeguarding concerns and report to the relevant bodies and trustees as necessary

### Coordinate and manage our team:

- Plan, lead, and manage our volunteer team recruitment strategy and induction process, including running freshers' fair stalls and volunteer recruitment events in collaboration with the KEEN volunteer committee.
- Successfully delegate opportunities to gain experience and lead on projects within our team and particularly to the KEEN Committee of volunteers,
- Schedule and plan key team meetings, maintaining agendas and minutes for these

- Contribute to building a friendly, open, diverse and active KEEN community, organising team information sessions, social events, and training, in collaboration with the KEEN volunteer committee.

### Fundraising and Publicity:

- Successfully maintain and/or build relationships with other local organisations and collaborate to conduct joint activities
- Represent KEEN at events and build connections with potential funders, collaborators and other stakeholders
- Develop and prepare trust fundraising applications systematically to meet our fundraising goals and research and keep up to date with funding opportunities, gaining valuable experience in on the ground grants fundraising
- Maintain and build relationships with donors and trusts
- Produce weekly bulletins for volunteers, participants and families
- Help maintain and develop financial support from our community and alumni
- Help produce content for our social media and website

### General:

- Run in-person sessions successfully and provide a record (including photographs) suitable for use in fund-raising
- Attend staff meetings and report on your work
- Organise and attend relevant training which should include: First Aid at Work (3-day course); Level 3 OSAB and OSCB Safeguarding.
- Maintain records for a small number of financial transactions, where required.

## **Skills and competencies**

### **Required**

The successful candidate will have some relevant experience, energy, enthusiasm and drive, and lots of potential. Some of the qualities we are looking for include:

- A confident, self-reflective, open-minded and positive attitude towards your work
- Calmness, integrity, focus, determination, humility, and a sense of fun
- The ability to enthuse, recruit, and manage volunteers
- Excellent interpersonal, verbal, and written communication skills
- Confidence planning and leading social and recreational activities
- Empathy, patience, flexibility and the ability to think on your feet
- The ability to work unsupervised, effectively, and efficiently
- Attention to detail and high personal standards for quality of work
- Excellent time-management and organisational skills, including efficient use of Information Technology to carry out and record work and organisation of session resources to maximise their use for adaptability and accessibility.
- The ability to create and cultivate fruitful relationships with relevant people, organisations and services

### **Desirable**

- Some experience working with people with additional needs is desirable, as the ability to communicate fruitfully with our participants and their families/carers is of the essence.
- Skills in design, digital tech, project coordination, (student) volunteer recruitment and publicity/marketing would be useful.

## **Application process**

To apply, please send a CV and a cover letter (no more than one page each) detailing how you meet the position requirements or situations in which you have demonstrated some of the listed qualities to [recruitment@keenoxford.org](mailto:recruitment@keenoxford.org)

Please also state your availability for interview (dates and time blocks) during the week of the 29<sup>th</sup> of July – 11<sup>th</sup> August.

To discuss the role further, please use the same email address to arrange an informal phone call with one of our Trustee team.

Can we make any accessibility adaptations that would help you to complete this application? We are happy to provide this form in large print, audio and other formats, to accept applications in other formats, and to make adjustments throughout the interview process. Please get in touch with us via email to discuss any ways we can assist you.

Applications will be firstly reviewed on and those on a shortlist invited to a first interview in the period between the 29<sup>th</sup> of July – 11<sup>th</sup> August, with assessment also including a practical task. The successful candidate will be subject to a full DBS check before any appointment is confirmed.

KEEN is a Disability Confident Employer (Registration Number DCS043173) and is committed to offering an interview to all applicants with disabilities who meet the essential criteria for the job role where possible. When submitting your application, please send an email to [recruitment@keenoxford.org](mailto:recruitment@keenoxford.org) stating 'I would like to apply under the guaranteed interview scheme' if you wish to make an application under this scheme.

*KEEN does not discriminate in employment matters on the basis of race, colour, religion, gender, national origin, age, military service eligibility, veteran status, sexual orientation, marital status, disability, or any other protected class. We believe that diversity in the workplace creates dynamic, relevant organisations, fostering spaces for innovation and creativity.*