



KEEN LONDON BRENT SERVICES COORDINATOR

KEEN London is a small but growing charity. Our vision is that every child has the chance to enjoy sports and leisure activities and none are left behind due to disability. Demand for our service is high: currently, over 100 families across London are members of the KEEN family and we provide over 4,000 hours of supported care every year to disabled children, who we call our 'athletes'. As part of a small team, you have the chance to make a real difference in the lives of children with additional needs.

We're seeking an enthusiastic and proactive individual to join our team in the role of Brent Service Coordinator. This position plays a pivotal role in the development and delivery of our unique, beloved 1:1 sessions for children with additional needs. We're looking for someone who is not only self-motivated and highly organised but also possesses experience working with disabled children in various settings, including play, educational, or social care, with a specific focus on autism and learning disabilities. Your passion for providing top-quality activity and support services to our children and families is paramount.

Every week during term time, children aged 5-11 attend our 90-minute KEEN London sports and games sessions, where they receive personalised support from our dedicated team of volunteer coaches. Our Brent site is the newest addition to the KEEN London community and you'll play a crucial role in its continual development. We have just completed our two year pilot and are looking for a candidate to build on this foundation. As the Brent Service Coordinator, you'll be solely responsible for the front line delivery of the Brent service: planning, safety, and creating a fun and inclusive environment for all. This will involve working closely with our athletes and their families, supervising our team of volunteer coaches and engaging with the local community. Additionally, you'll oversee the organisation and execution of off-site trips and contribute to the organisation of our annual residential trip.

You'll be working closely with our Head of Operations and Fundraising Manager to capture our impact and promote our services effectively. It's essential that you embody KEEN London's values of inclusivity, compassion, commitment to high standards, trustworthiness, respectfulness, accountability, and above all, fun.

If you're an enthusiastic individual with a passion for promoting fun and active experiences for disabled children, we'd love to hear from you.

Role type: Permanent

Hours: Part-time, 21 hours, **to include every Saturday (9:30 am - 14:30 pm) during school terms** (and some outside term time).

Salary: £27,300 pa, pro rata'd (£16,380 for 21 hours)

Reports to: Head of Operations

Location: Office in N4 Saturday venues in Wembley region, Hybrid working arrangements available

Closing date: 5 July 2024

Responsibilities:

Delivery of core services

- Ensure the safe and effective running of weekend activity sessions in your area of London (every Saturday during term time)
- Ensure the safe and effective running of other services in development
- Plan, risk assess and deliver offsite trips
- Act as Child Protection Officer and First Aider for activities in your area
- Manage the session and lead volunteers in the delivery of a varied programme of activities
- Contribute to the development and delivery of new services

Service Delivery Admin

- Analyse attendance, service delivery and impact data
- Communicate with families about upcoming sessions and other information
- Update existing athlete profiles and create profiles for new athletes
- Proactively manage and prioritise the athlete waiting list
- Work to promote services in your local area

Volunteer Coordination

- Liaise with the Volunteer Manager regarding volunteer attendance
- Brief/debrief volunteers every session, including information on children, safeguarding and health & safety procedures
- Pair volunteers with athletes every week, matching volunteer experience with athletes' need
- Plan and deliver a high-quality activities programme for each weekend session
- Support Volunteer Manager to deliver volunteer training sessions on occasional weekday evenings

Required Experience and Skills

Essential Skills

- Experience working with disabled children specifically including autism and learning disabilities.
- Knowledge of safeguarding and child protection legislation
- Excellent time management skills
- Strong communication skills
- Ability to remain calm in a crisis and handle difficult situations
- Ability to work independently and as part of a team
- Ability to monitor and maintain safe working practices
- Data input and analysis

Desirable Skills

- Experience managing a team of volunteers
- Knowledge and experience in CRM systems

Benefits

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Company Pension

Employee Assistance Programme

22 days annual leave, in addition to bank holidays (pro rata)

Birthday Leave

Subsidised social events
Subsidised eye tests and glasses
Employee Loan Scheme
Disability Confident Employer
Season Ticket Loans
Closure of office between Christmas & New Year period (typically 3 days, not taken from annual leave entitlement)
Flexible working options
Training and development to support your learning and growth
Free tea and coffee in the office!

To apply please submit your CV and cover letter.

The deadline for applications is 5 July 2024