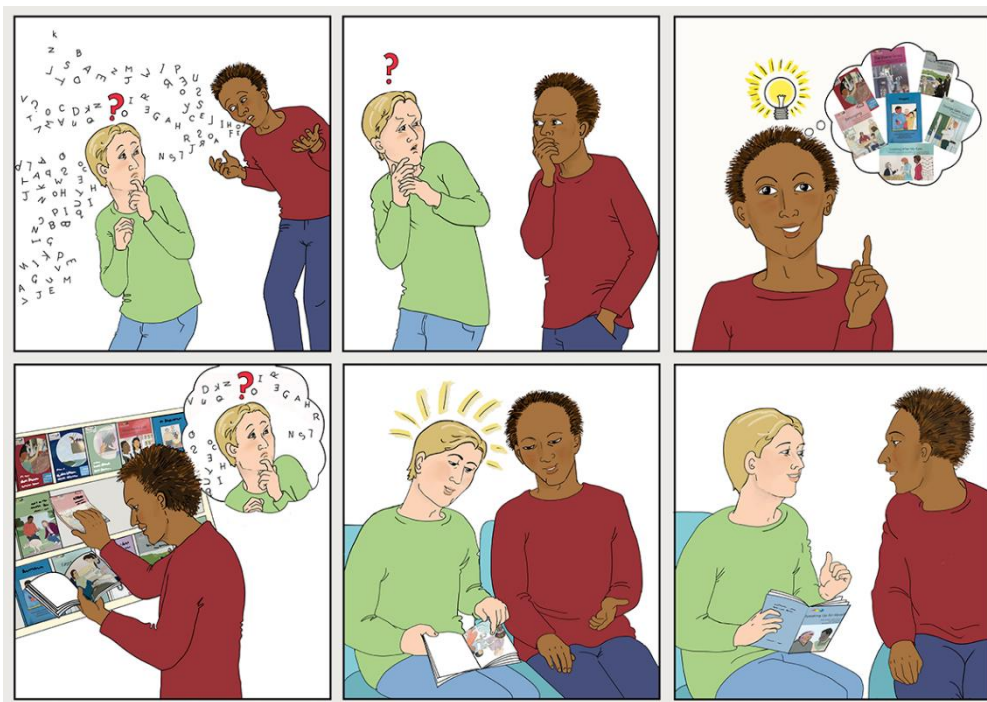


# Beyond Words

## PROJECT COORDINATOR JOB PACK



“Visual images have the power to bring our senses together simultaneously and to impact viscerally our emotions.” - Brian Kennedy

Beyond Words  
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[www.booksbeyondwords.co.uk](http://www.booksbeyondwords.co.uk)  
Registered charity no: 1183942 (England & Wales)



**August 2024**

Dear Applicant,

Thanks for considering a role with Books Beyond Words.

We are looking for a Project Coordinator, an Office Coordinator and a Fundraising Officer to join our small team. These roles are all part-time but could potentially increase their hours if we secure more funding. As we are a small charity, all our team roll their sleeves up and support each other, and we have an active Board of Trustees that support the work of the organisation.

This is an exciting time to join the charity as we expand our reach and impact. Last summer we moved into new premises on Leatherhead High Street and secured funding from the National Lottery to launch 300 new Book Clubs in England. Our Open Book project with schools has recently been evaluated as having a 94% positive impact on the emotional wellbeing of pupils. You will be based in our office and have the option to work some days from home if required. We welcome disabled candidates and will consider flexible working arrangements.

This application pack contains details of the **Project Coordinator** role.

Please submit a CV detailing your experience along with a cover letter that sets out how you fulfil the Person Specification for the role that you're applying for. Please also state when you are available to start work. These two documents together should not be more than 4-sides of A4. Please email me by midday on **Monday 12<sup>th</sup> August**.

Interviews will take place on Thursday 22<sup>nd</sup> August.

Remember to state clearly in the email and the covering letter which role you are applying for.

I look forward to receiving your application!

Katie Smith

Chief Executive, Beyond Words

Email: [admin@booksbeyondwords.co.uk](mailto:admin@booksbeyondwords.co.uk)

*Stories are important. They help us reach out to the people around us, to understand the world, and think about our feelings. Through the power of pictures in our word-free books, we help people share.*



## **The Job**

**Position:** Project Coordinator

**Responsible to:** Business Development & Projects Manager

**Hours:** Part-time (21 hours). With the potential of increased hours with successful funding.

**Workplace:** Leatherhead – Flexible working arrangements will be considered sympathetically

**Contract:** Fixed-Term 2 years (with an expectation to become permanent if funding allows)

**Salary:** £25,000 - £27,000 pro-rata (0.6 FTE)

**Annual Leave:** FTE 22 days plus bank holidays (pro-rata) and 3 days at Christmas

**Pension:** A contributory pension scheme (NEST) is available after three months; employer contribution is 5% and employee 5%.

**Probation:** This post is subject to a three-month probationary period.

## **Person Specification Skills and Experience**

Our small charity has an ambitious project funded by the National Lottery Community Fund to bring 300 new Beyond Words Book Clubs to people across England. We have established the project, meeting our first-year target 3 months early. We are now looking for a detail-orientated and visually literate Project Coordinator who will promote, support and establish the remainder of the project.

As part of the project, we also wish to appoint a project assistant with a learning disability to work alongside this post. Depending on their unique skills, you will support them to help deliver the project.

You will:

- Have excellent verbal and written communication and numeracy skills.
- Be a confident communicator with a wide range of people at all levels.
- Have good time management and the ability to manage multiple tasks simultaneously.
- Be a team player, working with colleagues to troubleshoot and resolve challenges.
- Be able to demonstrate consistent attention to detail.
- Preferably have family, voluntary or professional experience with people with learning disabilities.

Information Technology

- We use Microsoft 365 (Word & Excel), Salesforce and Xero.
- An understanding of social media platforms and scheduling tools would be useful.

We are an equal opportunities employer and welcome applications from people with disabilities, neurodiverse applicants and those who are seeking flexible employment.

A basic DBS check will be required for this role.

This is an exciting role that will provide development opportunities in project management, communications, marketing, and more for the successful candidate.



## **Project Coordinator – Job Description**

Responsible for supporting the delivery of the Book Club in a Box project, an ambitious project to create and support 300 new Beyond Words Book Clubs across England by October 2026. With funding, this role could expand to support other charitable projects providing access to our books in the community.

Beyond Words creates word-free picture stories that transform the lives of people with learning disabilities by making information accessible. As it is a small charity, the role is very hands-on, encompassing strategy and delivery.

### **Project Coordination**

- Ensure that all enquiries (email, website, phone etc) are followed up in a timely manner.
- Oversee the project appointment booking system and handle all calls, taking responsibility for allocating introductory calls to another staff member if necessary.
- Ensure all the details for new Book Club enquiries and introductory calls are recorded in Salesforce, recording each Club's progress and training status.
- Manage and track distribution of the Book Club Boxes to new Book Clubs. Work with RBLI (Warehouse) and the Publishing Manager to report and manage stock levels.
- Be the primary point of contact for Book Clubs, carry out follow-up calls and gather feedback, case studies and respond to any questions or problems that arise.
- Gather and prepare data necessary for management and fundraising reports.
- Set up and attend online monthly Information Sessions and quarterly Book Club Networking sessions. Potentially create and supervise a Book Club Facilitators' Facebook Group.
- Attend events to promote Beyond Words and Book Clubs to new audiences.
- Co-host a local Book Club in Leatherhead, together with an expert by experience (volunteer or the project assistant), in conjunction with the library or another local group.
- Be available to support visitors at the office.
- Work with the Communications Manager to ensure all Book Club Information is up to date on the Beyond Words website.
- Help deliver the Project marketing plan by working with the Communications Manager to produce:
  - Book Club in a Box newsletter,
  - Communications and marketing content (photos, case studies, quotes),
  - Content for social media channels for the Project,
  - PR opportunities
- Working knowledge of data security and organisational and personal responsibilities in relation to data protection, including recording and managing all necessary consents and permissions.

As this is a small charity, all staff are expected to respond flexibly to the needs and opportunities that arise from time to time and are therefore expected to be willing to perform such other duties as the CEO may reasonably require.