



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

Role Description

July 2022

Join us at an exciting time, become part of a special family, accelerate your career and help to change society for the better.

As an award-winning charity, we exist because children and adults with disabilities and special needs are still not fully included in their communities, and **this has to change!** We **create** our own inclusive programme of sessions and projects, 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 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, as we deal with some of the consequences of and implement new approaches learned from Covid.

You will be someone who can bring to the role both a love of what we do, and your ideas for how you can use your skills to change the role, KEEN itself and our communities for the better. You will work alongside colleagues creating their own inclusive opportunities (including our Virtual Activities Coordinator and our Buddies Programme Coordinator)

Each day at Keen is very different. In one day you might be a guest speaker in a local

school or business, before heading to review session plans with your Gardening Session Coordinator - checking on accessibility measures, risk assessing and volunteer ratios. That day could end wandering around a Zig-Zag crafts session explaining 'Magical Time-Travelling Pianos are very friendly - but don't forget they prefer Jazz' because at Zig-Zag that makes sense!

If that sounds like a worthwhile day that you could see yourself making the most of: you could be our new Programme Manager.

This role has a record of providing a fantastic stepping stone into leadership positions within both the not-for-profit and for-profit sectors. Our team has always consisted of incredible people who want to make the world 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:** £26, 500 per annum
- **Location:** Central Oxford with occasional trips further afield
- **Hours:**
 - Full time (37.5 hour week) contract ending 31 July 2023, subject to probationary period of two months.
 - Requires flexible working times including some evenings (no more than three a week) and Saturday afternoons during term time.
 - 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.
 - Start date as soon as possible.

- o 28 days per annum paid holiday, aim to be taken outside of term time.

Application deadline: Applications received on or prior to the 29th July will be prioritised for interview in the week 1st - 7th August. Any applications received post the 29th July will be considered on a rolling basis after the 8th August.

Our Session Programme and Projects

Our in-person programme runs over three, eight week terms (overlapping the Oxford University terms). Our virtual volunteer-led programme 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. 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

Where possible, you will seek to delegate responsibilities below to members of our volunteer team.

Coordinate, manage, and supervise our session programme and projects

- Ensure that all sessions and special events (KEEN Birthday Party, Treasure Hunt and Olympics) are planned and led to a high standard
- Plan with session coordinators and directly supervise 4-5 sessions each week in person during probation (spanning sports, crafts, gardening, and drama), with

further sessions possibly added after probationary period in consultation with the trustees.

- 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.

Coordinate and manage our team

- Plan, lead, and manage our volunteer team recruitment strategy and induction process
- Successfully delegate opportunities to gain experience and lead on projects within our team and particularly to the KEEN Committee of volunteers; successfully collaborate with other local organisations to conduct joint activities.
- 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

Monitoring, evaluation, reporting, and general

- Run in-person sessions successfully and provide a record (including photographs) suitable for use in fund-raising.
- Work closely with our trustees on the further reinstatement of our in-person programmes (many of which were made virtual using 'Zoom' during lockdown.
- Attend staff meetings and report on your work

- Organise and attend relevant training which should include: First Aid at Work (3 day course); an appropriate level of safeguarding; manual handling; and challenging behaviour. Further training will be offered where a need is identified
- Maintain records for a small number of financial transactions, where required.

Skills and competencies

The successful candidate will have some relevant experience, energy, enthusiasm and drive, and lots of potential. Some of the qualities we're 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
- 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.
- The ability to create and cultivate fruitful relationships with relevant people, organisations and services

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, and publicity/marketing would be useful.



Application process

To apply, please send a **CV and a cover letter (no more than one page)** detailing how you meet the position requirements or situations in which you have demonstrated some of the listed qualities to **pmapplications2022@keenoxford.org**.

Please also state your availability for interview (dates and time blocks) during the **1st - 7th 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 accept applications in other formats, and to make adjustments throughout the interview process. Please get in touch with us via email (pmapplications2022@keenoxford.org) to discuss any ways we can assist you.

Applications will be firstly reviewed on **29th July 2022** and those on a shortlist invited to a first interview in the period between the **1st - 7th 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 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.