# Closing date 10/09/18

# Job Description

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| **Job Title** | Childrens Activities & Events Co-ordinator |
| **Salary** | £18,540 pa pro rata. 20 hrs pw  |

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| **Main Purpose of the Job** |
| To manage and run events for blind and partially sighted children (age 0 – 18) and their families to ensure that these events are enjoyable, beneficial and in line with the ethos and aims of the Useful Vision charity. |

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| **Main Duties and Responsibilities** |
| 1 | To contribute creative ideas for events in order to ensure the production of an enjoyable, informative and varied programme of events that is in line with the aims of Useful Vision |
| 2  |  To work collaboratively with the Charity Administrator to plan and organise events to ensure that all pre event activities are completed and that there is appropriate communication with suppliers of services and families  |
| 3 | To run the events to ensure that they are enjoyed and found beneficial by the children and their families. Events will range from early years activity in a range of settings to skills workshops and family days out. |
| 4 | To monitor and observe the development of the children in order to ensure that the events are meeting their stated aims and in order to feedback these results to the Useful Vision team. |
| 5 | To provide advice and support, both during events and at other times, to enable families to access specialist services that meet their needs |
| 6 | To find, recruit and select volunteers who will support the events in a variety of roles to ensure that families are well cared for on the day |
| 7 | To evaluate the events to ensure that they have met their aims and provide this information for compilation in reports |
| 8 | To work collaboratively with the Charity Administrator to ensure that all information and administration is fully coordinated |
| 9 | To establish professional contacts and work collaboratively with these individuals and organisations to best serve the needs of the children and their families |
| **Dimensions** |
| **Staff** | Must be able to manage a number of volunteers |
| **Financial** | Must be able to stage events within an agreed budget |
| **Customers** | Must be able to relate to the children and their families |
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| **Knowledge, Skills and Experience** |
| **Knowledge**  | Relevant NVQ level 3 qualification or equivalent in childcare. Knowledge of the needs of disabled children |
| **Skills** | Planning and organising. Creativity. Good communication skill. Team working. Leadership. Judgement. Confidentiality. Building rapport.  |
| **Experience** | Working with children (toddlers and teenagers). Experience in child education and work with children with special needs would be advantageous. Experience working and developing relationships with a wide range of specialists and professionals. |

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| **Special Features** |
| **Planning and Organising** | Must be able to plan events on an annual basis and on a daily basis. |
| **Decision Making** | Must make good decisions during discussions with families demonstrating sensitivity and professionalism |
| **Internal/External Relationships** | Must work collaboratively in a small team being flexible in approach and showing willingness to support others when needed.  |
| **Other** | Must be able to work weekendsMust be keen to develop new skills and undertake training e.g. VI training, safeguarding, first aidMust drive and have own carMust obtain an enhanced disclosure check. |

Email application with covering letter and CV to rebeccawilson@usefulvision.org.uk