



NewStart Job Description

NewStart	Funded work placement for 3 months for over 25s who are unemployed and live in Nottingham City
Job vacancy title	Activity, Events and Communications Co-ordinator
Company name	Rainbow Parents Carers Forum
Company postcode	NG7 5QE

Job Summary

Activity, Events and Communications Co-ordinator – 3 months

To organise the planning, promoting and delivery of activities and events.

The post is 28 hours a week over 4 days (normally Tuesday to Friday) and includes 2 Saturdays per month.

Office based at Radford Care Group, 25 Prospect Street, NG7 5QE with some activities being held at other locations.

Essential Skills, Experience and Qualifications

Essential

- Ability to work as part of a small team with excellent communications skills, both verbal and written.
- Experience of organising and co-ordinating meetings, conferences and events.
- Excellent time keeping and organisational skills with the ability to work to deadlines in a pressurised environment and managing own time and workload.
- Experience of working on projects which require close attention to detail with the ability to collate, interpret and manage statistical data and records in line with current monitoring and reporting requirements.



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- Experience in dealing with sensitive and confidential information with a sound understanding of GDPR.
- High level of computer literacy including use of the full Microsoft Office suite plus experience of drafting e-mails and other written communications for internal and external use.
- Experience of using a website content management tool.
- Experience of managing social media.
- Commitment to ongoing personal professional development, a willingness to develop new skills and become involved in new areas of work.
- Good understanding of equality and diversity issues and a willingness to comply with our organisational HR policy requirements.

Desirable

- Educated to degree level, NVQ4 or equivalent standard.
- Experience of working within an organisation that supports families with children and young people with special educational needs and disabilities.
- Experience of working in the Voluntary & Community Sector with an organisation in receipt of grant funding.

Hours per week	28
Working pattern	4 worked shifts between 09:00 to 15:30 Tuesday to Friday plus 2 Saturdays a month 09:45 to 16:15
Hourly rate of pay.	£10.60

Employability Support

As part of our agreement, NewStart participants will be provided with support to improve their employment prospects and help them move into long term sustained employment.

1. Developing teamwork and communication skills:

- The team member will work alongside 2 contracted team members who will support their on-boarding experience.



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- Regular team meetings, check-ins and supervision will support team work and communications skills.
- 2. Compulsory induction training to include:**
- Safeguarding – NCVS.
 - Disability awareness – online.
 - Equality and diversity - in house.
 - Data protection - in house.
- 3. Improved job prospects:**
- We utilise our business, communications and individual work plans to deliver our services. This oversight provides a clear project management tool that is shared across the team.
 - Experience of working in a small person centred organisation along with direct contact with our beneficiaries, members and supportive colleagues will enhance self- confidence.
 - Exposure to a wide range of deliverables will underpin self-awareness as to what the employee's strengths and areas for development are moving forward. It will also allow for an understanding of working for the third sector and whether there is a passion for supporting vulnerable communities.

To discuss this opportunity further, please contact
support@rainbowpcf.org.uk