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BUTTERFLY SATURDAY READIGN SCHOOL

Project Co-ordinator - Job Vacancy Advert

Real Action has a new vacancy for a Project Co-ordinator to ensure the growth and scale of the Butterfly Saturday Reading School programme - application deadline, 29th February 2024.

Please see the full Job Description and Person Specification documents below and apply using the attached Application Form provided. The Project Co-ordinator will be part of the Real Action staff team.   
  
Applications should be submitted by midnight on Thursday 29 February 2024. Shortlisting will take place soon after this. Short-listed candidates will be invited for an online interview.

Real Action will strive not to discriminate on grounds such as race, gender, sexual orientation, age, disability, social class, religion or belief, or gender reassignment. We are committed to being an inclusive employer and we are happy to consider flexible working arrangements.

If you have a question about the role or would like to discuss it informally, please feel free to contact Layo Segun at Real Action (020 8960 3282/07852929359) to arrange a call. Please note we do not accept CVs for this role. All applications for this vacancy must be submitted via our attached application form. Please ensure you address the requested skills, qualifications and experience in your personal statement using the headings in the person specification.

We are flexible with the experience requirements for this role and would encourage candidates who meet some or most of the criteria to apply.

Real Action unlocks the potential of children and young people who are facing disadvantage. We are tackling the attainment gap head-on by teaching children to read, spell and write. Our trained volunteer teachers are empowered to enable pupils to make meaningful academic progress, opening doors to future opportunities.

BUTTERFLY SATURDAY READING SCHOOL PROGRAMME

PROJECT COORDINATOR

JOB PROFILE

**Job Title:** Project Coordinator

**Reporting to:** General Manager

**Hours: 6 hours (3.5 hours** on Saturdays and **1.5 hours** for admin

during the week) – subject for review as per need of service.

**Location:** W10 and surrounding areas.

**Responsible for:** Sessional workers, and volunteers.

At our Real Action Butterfly Saturday Reading School and In-School Programme, we help disadvantaged children to learn to read by the systematic Butterfly reading programme. We work with children aged five to twelve who come from London’s most deprived communities. Our schools achieve astounding results: our children’s reading age improves by over a year in just twenty hours’ Butterfly teaching. And these improvements have a lasting positive impact on their lives. The educational fortunes – the entire future – of a child can be transformed in a matter of months. We call this transformation – The Butterfly Effect.

Our Butterfly Saturday Reading Schools run **every Saturday morning (10am-12pm) during term-time**.

We have already transformed the educational opportunities of over four thousand children through what we call the Butterfly Effect. Poor literacy is a personal, social, and cultural dead end. But this need not – it should not – happen.

We ask our staff and volunteers to share our core values of perseverance, integrity, compassion, and creativity, and to have the skills and patience to support our children and their families.

**Job Purpose**

To help the Education Director and Board of Trustees develop the ongoing vision of Real Action Butterfly Saturday Reading School and to implement that vision through hands-on work with the children, and their teachers in conjunction with the Assistant Coordinator. To coordinate a team of sessional workers, and volunteers.

**Key Duties**

Project Coordination

1. **Ensure high quality teaching practice and delivery of a full and effective reading service at local schools.**

* Implement the ongoing vision of the Butterfly Reading programme in line with its objectives in conjunction with the Assistant Project Coordinator.
* Coordinate children in need of our service in conjunction with the designated person and our volunteers.
* Coordinate initial and ongoing Reading Tests for children and allocate them to their appropriate class.
* Manage the Butterfly Saturday Reading Scholl for the children in conjunction with the volunteers.
* Regularly review students’ attendance to enable new learners to join their classes.
* Draw rotas for all volunteers (as required for the project) to cover the needs of the project and ensure all staff are informed about their allocations and rota.
* Ensure there is a robust registration system for new learners.
* Monitor and evaluate the weekly activities of the Butterfly School project.
* Record and inform volunteer teachers about student progress.
* Manage and lead sessional workers, and volunteers.
* Manage in conjunction with the General Manager the recruitment of sessional workers, and volunteers and ensure projects are safely covered.
* Manage the assets and resources of the projects.
* Ensure all policies and procedures adopted by the Board of Trustees for Real Action are managed and implemented.
* Ensure agreed procedures with premises used are adhered to (health and safety, risk assessment, safeguarding policies, classroom procedures).
* Ensure the project is effectively advertised and promoted in conjunction with the Education Director/ General Manager and/or IT Manager.
* Participate in training and professional development opportunities.
* Arrange relevant training for staff, volunteers and parents where required.
* Ensure all teaching activities are fully reviewed and outcomes evaluated, in supervision or feedback meetings, to improve practice.
* Perform any other duties which promote the success of the post and the projects.

1. **Reporting, evaluating and data entry**

* Develop a system of inputting information relating to all activities in a timely and accurate manner by ensuring quality record keeping of learners’ attendance, outcome of reading tests, registration forms and other relevant information.
* Report regularly to the General Manager on the progress of the project.
* Collate feedback from parents, guardians and others.
* Provide termly reports through the General Manager to the Education Director and the Board of Trustees.

1. **Provide effective supervision for teachers**

* Manage the induction process and facilitate new volunteers and sessional teachers’ integration into the team.
* Manage the training, and development of staff.
* Give advice and support regarding teaching work and support the development of skills and experience.

1. **Safeguarding and child protection**

* Note and report any safeguarding and child protection concerns to the designated safeguarding lead and the local authority team.
* Inform the Education Director through the General Manger on any safeguarding concerns as well.
* Ensure training on safeguarding is provided to all staff accordingly in conjunction with the General Manager.
* Ensure all Butterfly staff, sessional and volunteers have valid DBS.

1. **Establish positive, active, and effective relationships with parents/guardians, management, and other partners**

* Develop creative relationship with the appropriate personnel at the premises being used for the project and update them on relevant developments for the Programme.
* Network with local schools, parents and use social media platforms to expand the Real Action Butterfly Saturday Reading School; and represent the project publicly via persuasive talks and presentations.
* Liaise with the Young Writers’ organisation to ensure pupils are registered for the poetry competitions.

**Person Specification: Essential and Desirable Attributes**

**Experience**

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| --- | --- |
| **Essential** | **Desirable** |
| Experience of community-based youth work or work with children | Experience of managing and developing charitable projects |
| Experience of managing, and developing staff and volunteers | Experience of working in disadvantaged communities |
| Experience of strategised and visioning development | Experience of successful fundraising |

**Knowledge**

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| --- | --- |
| **Essential** | **Desirable** |
| Knowledge of issues affecting children living in hard-to-reach community | Knowledge of the city of London and the opportunities that it offers to children/young people |
| Knowledge of statutory children service structures and a good understanding of the voluntary sector | A knowledge of Queen’s Park area and surrounding areas |
| An up-to-date knowledge of health and safety, government policy affecting children and safeguarding |  |

**Qualifications**

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| --- | --- |
| **Essential** | **Desirable** |
| Significant achievement in a chosen field of study or vocation | Education to degree level or Award in Education and training |
|  | Recognised or similar qualification with children or youth |

**Values and Attitude: Essential**

* Good relational skills with children and adults
* A full understanding of issues surrounding GDPR
* A commitment to the well-being of all young people in every aspect of life
* Commitment to working in partnership with other agencies for the benefit of all children/young people
* A full understanding of, and commitment to, the safeguarding of children and vulnerable adults
* A commitment to equal opportunities and anti-discriminatory practice
* A continuing commitment to personal and professional development

**Skills and Competencies: Essential**

* Ability to develop successful programmes of work in partnership with children
* Ability to work to agreed deadline, supervise and manage staff and volunteers
* Ability to network and develop mutually beneficial partnerships
* Ability to expand projects to reach more children in the surrounding areas
* Ability to build lasting positive relationships with children and adults from a wide range of backgrounds
* Excellent communication and presentation skills (both verbal and written)
* Excellent time management, organisational and multi-tasking skills
* Good numeracy, budgeting, IT and social media skills
* Proven group work, leadership, and facilitation skills.

**The post holder will require enhanced DBS clearance.**

**FLEXIBILTY:** The job description is a general outline of the job duties and responsibilities and may be amended as Real Action develops. The post holder may be required to undertake other duties as may reasonably be required from time to time.

Salary: £14 per hour for the initial period of six months. The salary will be reviewed after the successful completion of the probation period.