



Job Ref: HQ/2024/02

Title:	Programme Co-ordinator (Creating Connections)
Employer:	Action Deaf Youth
Based at:	385 Holywood Road, Belfast, BT4 2LS
Hours:	16 hours per week
Employment status:	Fixed term until 31 st March 2025 with possibility of extension
Salary:	£25,509 per annum (pro rata)
Responsible to:	Director of Service Delivery & Development
Job purpose:	<p>To co-ordinate a new Creating Connections programme specifically for deaf children aged 9-13 years. The postholder will be responsible for the development, delivery and quality assurance of this project.</p> <p>Please refer to 'Creating Connections' programme outline document for further information.</p>

This post is funded by the Education Authority

Main duties and responsibilities

1. To develop, coordinate and deliver required targets set in the 'Creating Connections' programme. This includes:
 - a) co-ordinating the delivery of a weekly programme of term time activities for deaf children aged 9-13 years centred around sport, art, drama, music, dance, outdoor pursuits and cultural visits
 - b) co-ordinating a 6 week Heart-to-Heart programme for deaf children to enjoy with their parents/carers
 - c) co-ordinating and delivering a 5 day summer scheme
2. To effectively organise all aspects of the programme utilising resources effectively. This includes:
 - Developing and maintaining strong relationships with deaf children and their parents/carers
 - Liaising with facilitators and sessional staff
 - Managing the programme resources budget
 - Ensuring risk assessments are in place for all activities
 - Record keeping and other administrative requirements
 - Promoting the project widely to ensure as many deaf children as possible benefit from it
3. Oversee quality management, evaluation and monitoring of the programme. This will include providing reports as required.
4. To provide optimal standards of care and supervision at all times within a risk-benefit framework and actively promote deaf children's physical, social and emotional wellbeing.
5. To follow Action Deaf Youth's Child Protection Policy and work with children to safeguard their welfare and the welfare of others
6. To perform other duties within the organisation, under the direction of the Line Manager.

This job description reflects the duties of the post as they exist at this time and may be subject to change based on the needs of deaf children and their families.

Person Specification

Post	Programme Co-ordinator (Creating Connections)	
Location	Belfast with travel within NI as appropriate	
	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified to at least A Level standard or equivalent • Fluent in British Sign Language (native user or at least BSL Level 3) 	<ul style="list-style-type: none"> • BA or BSc or BEd in a related discipline
Experience	<ul style="list-style-type: none"> • A minimum of one year's experience of working with deaf children in a professional capacity • At least one year's experience of organising or delivering programmes 	
Competencies	<ul style="list-style-type: none"> • Able to demonstrate excellent organisational skills • Able to demonstrate good written and verbal communication skills • Ability to establish and maintain constructive relationships with a wide range of people including deaf children, their families and professionals • Project management skills • Budget management skills • Intermediate level of IT skills including competence in using software such as Outlook, Word and Excel • Ability to work effectively to deadlines and on own initiative 	
Personal Qualities	<ul style="list-style-type: none"> • Reliability • Flexibility 	
Other requirements	<ul style="list-style-type: none"> • Willing to regularly work unsociable hours – evenings and weekends 	

	<ul style="list-style-type: none"> • Have access to a car or appropriate public transport to ensure requirements of post can be met in full 	
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How to apply

- Complete application form. Please explain how you meet each aspect of the Person Specification – you can do this in writing on the application form or through BSL video clip. Bullet points are fine.
- Email completed application form (and BSL video clip if you have done this) to julie.graham@actiondeafyouth.org
- Closing date: **Friday 9th August 2024**
- Interview date: To be confirmed