

B Bramber BAKEHOUSE



Programme Coordinator

We are looking for a Programme Coordinator to join our team, administering our wellbeing and life skills programme, and providing on site support for a team of programme delivery facilitators and volunteers. This is an exciting role for someone who is keen to join us at a pivotal point in our journey as a thriving charity, helping to consolidate the great work we do and ensure the women we support have the best experience possible of our programme.

- Title:** Programme Coordinator
- Location:** Hybrid Working- at least two days a week in the office located in Eastbourne or at our programme location in Brighton
- Hours:** Part time - 28 hours per week, 12 month fixed contract with possibility of extension
- Salary:** £24,960 - £27,000 pro rata, depending on experience
- Reporting to:** Service Manager

To apply for this role:

- Complete our [short form online](#) submitting your CV and a cover letter
- Complete our [equal opportunities online monitoring form](#). The information on this form will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application. This form is submitted online and does not need to be emailed with your application documents.

Applications close at midnight on Sunday 16th June 2024

Interviews will take place on Thursday 27th June 2024

If you have any questions or require support with your application, please email recruitment@bramberbakehouse.co.uk



Role Description

Key Responsibilities

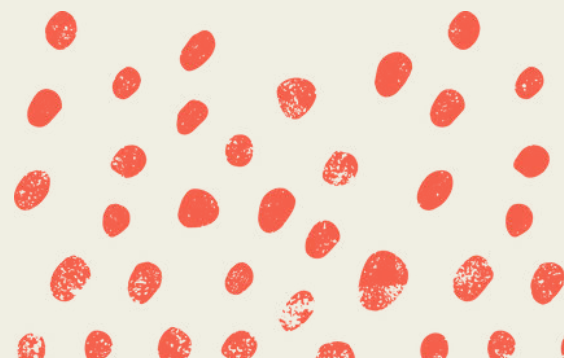
- Coordinate and administer the wellbeing and life skills programme, keeping to clear objectives linking to Bramber Bakehouse's mission, vision, values & Theory of Change
- Ensure the programme pathway, from referral to graduation, runs efficiently
- Co-facilitate the teaching of the wellbeing and life skills workshops, working collaboratively with facilitators and volunteers to ensure these workshops are delivered to a high standard
- Working with the programme facilitator, prepare session materials according to the needs of the group
- Communicate well and plan with team members, including logistics and problem solving while the programme is running, and facilitating session and programme briefs and de-briefs
- Support in the physical set-up and pack down of each workshop
- Coordinate data collection and entry for the monitoring and evaluation of the programme, reporting back to the Service Manager
- Ensure the programme is delivered according to the needs of the women we support
- Ensure a welcoming, safe environment for each woman attending the programme
- Be fully familiar with the wellbeing & life skills workshop materials, providing session cover for staff and volunteer facilitators when needed
- Provide on site support for a small team of volunteers and facilitators during the programme sessions, passing concerns and staff support needs to the Service Manager

Support and Risk Assessment

- Identify the support needs of applicants and, working closely with the Service Manager, carry out thorough individual risk assessments
- Work closely with the Service Manager to assess applicant's suitability and readiness for the programme
- Begin to identify progression pathways for the women attending the programme, working collaboratively with, and handing over to, the Progression Programme Coordinator
- Monitor and record the progression of graduates during the programme
- Identify and escalate safeguarding concerns to the Service Manager, in accordance with Bramber Bakehouse's policies and procedures
- Contribute to ensuring the programme is delivered with a trauma informed approach

Volunteer Coordination

- Work with the Service Manager to recruit volunteers, when required.
- Support volunteers during the programme sessions.
- Alongside the Service Manager, provide some one to one and group supervision for volunteers.
- Contribute to providing volunteer training and development.
- Process volunteer DBS admin, references, and expenses.

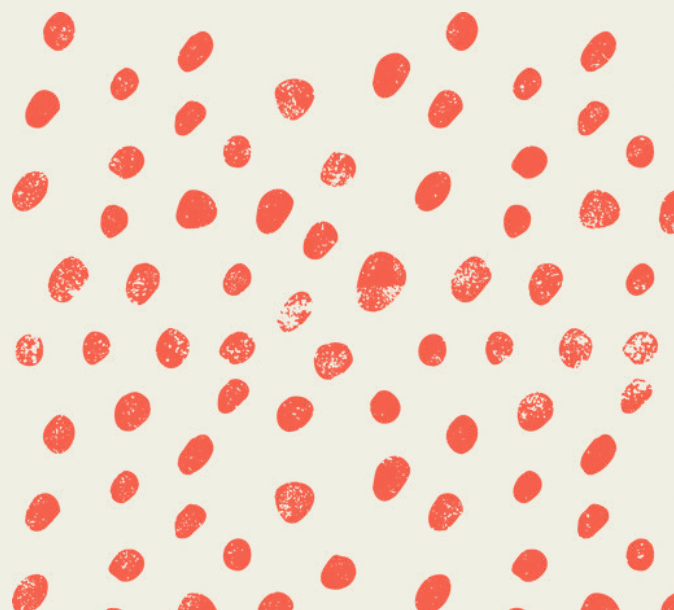


Referral Partners

- Ensure good communication and working relationships with partners who refer women into the Bramber Bakehouse programme.
- Working closely with the Service Manager, support with opportunities to follow up with referral partners, including attending annual Open House events.
- Liaise with referrers to provide holistic and joined up support for students during the programme

Programme Administration

- Working closely with the Service Manager, process the launch, collection, reviewing, and assessing of applications.
- Arrange and complete applicant interviews (with the Service Manager), preparing them for the programme and its contents.
- Where required, sensitively communicate with referrers and applicants when a woman is not ready to attend the programme.
- Administer the programme waiting list.
- Data entry and some report analysis.
- Look after the referrals and enquiries inboxes.
- Process student travel expenses.
- Keep clear notes of session and programme pre-planning meetings and de-briefs and track action follow up.
- Supporting with the integration of a new CRM



Personal Specification

Essential experience and skills

- Experience facilitating small group workshops.
- Experience of identifying and following up safeguarding concerns.
- Hard working, adaptable, and able to learn new things quickly.
- Competent using IT and digital platforms.
- Personable and patient with excellent communication skills, both written and verbal.
- Able to multitask effectively and work well in busy environments.
- Experience of keeping to professional boundaries.
- Able to work both collaboratively and independently.

Desirable experience and skills

- Experience working with female survivors of human trafficking, domestic abuse, exploitation, and/or displacement
- Experience of working in new or developing programmes or projects
- Experience of working with a trauma informed approach
- Lived past experience of abuse, exploitation, and/or displacement
- Experience of working with a team of volunteers

Personal attributes

- Committed to Bramber Bakehouses' mission and values
- Broadly in sympathy with the aims and ethos of the charity
- Passionate about supporting and empowering female survivors
- Able to work collaboratively
- Good communication skills
- Adaptable in periods of transition and change
- Female*

*Due to the sensitive nature of our programmes, we only accept female applications for all roles directly supporting women survivors.

All roles directly supporting women survivors will require a DBS check and mandatory safeguarding training prior to the role commencing.