



BRAMBER
B A K E H O U S E

Programme Coordinator - Job Description

We are looking for a unique individual to join our team, developing, leading and teaching our programme focused on wellbeing, life and employability skills, supporting and empowering female survivors of human trafficking.

The successful candidate will provide ongoing support for women to build a regular community together, supporting them on their journey into education and/or employment.

This is an exciting role for somebody who is keen to join us at a pivotal point in our journey as a thriving charity, helping to shape the work we do, the number of women we impact and how we impact the women we work alongside.

Title: Programme Coordinator

Location: A mix of Eastbourne, Brighton & WFH

Must be willing to travel to multiple locations to deliver our programmes in Brighton and Eastbourne.

Hours: 32 hours per week

Salary: £24,000 per annum, pro rata

Reports to: Charity Manager

We are proud to be a flexible employer and are open to discussing your requirements, should your application be successful.

About Bramber Bakehouse

Bramber Bakehouse provides baking, wellbeing and employability programmes for female survivors of human trafficking, equipping and empowering them on their journey to restoration and recovery.

This is an exciting time to join us as we begin to support women across the South East, providing more and more opportunities to receive the life-changing skills needed to promote independence through education and/or employment.

Key Responsibilities

- Working alongside the Founders to create and develop a strong, successful programme focused on wellbeing, life and employability skills, for female survivors of human trafficking;
- To lead and teach Bramber Bakehouse programme, working collectively with a team to coordinate and deliver all aspects of the programme;

- To develop an ongoing support system for women to build regular community together, after the programme has finished;
- To prepare each session according to the group and coordinate a plan with team members;
- To successfully monitor and measure the impact of the programme upon female survivors;
- To support in the physical set-up and pack down of each workshop;
- To provide a friendly, warm environment to each women attending the Bramber Bakehouse programme;
- To train new team members in course materials (when applicable)

Personal Specification

Essential experience and skills

- Experience teaching in a small group setting;
- Experience leading others and guiding a team;

Desirable experience and skills

- Experience working with women survivors of human trafficking

Person attributes

- Committed to Bramber Bakehouses' values and mission;
- Broadly in sympathy with the aims and ethos of the charity;
- Passionate about supporting and empowering female survivors of human trafficking;
- Able to work collaboratively;
- Good communication skills;
- 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.

How to apply for this role

To apply for this role, please complete our short online application form at www.bramberbakehouse.co.uk/vacancies.

Applications close on Friday 4th February.

If you have any questions about this role or the appointment process, need additional information or wish to have an informal and confidential discussion, please email lucy@bramberbakehouse.co.uk