

## **SCOTTY'S LITTLE SOLDIERS**

### Programme Co-Ordinator: SPRINGBOARD – Job Description

Reporting to: The Founder

Based: Office – King's Lynn, Norfolk

Salary: £20,000 pro rata

Type: Part Time, 20 hours per week (£10,667)

#### **Introduction.**

Scotty's Little Soldiers, the charity for bereaved British Forces children, has secured funding from the Veterans' Foundation and Big Salute (BFBS) to develop a Programme to support 19-25 year olds who have suffered the loss of a parent in the Armed Forces. This role is to co-ordinate the development of the new SPRINGBOARD Programme.

#### **Summary.**

The Programme Co-ordinator: SPRINGBOARD is responsible for setting up and running the charity's new activities for 19-25 year olds.

#### **The key duties for this role are;**

- Recruitment of new beneficiaries.
- Creating a rolling programme of activities and opportunities for beneficiaries.
- Developing external relationships to provide free training, workshops & work experience for beneficiaries.
- Developing a career Mentor programme to support beneficiaries into their working lives.
- Organising the charity's own SPRINGBOARD events including skills workshops, motivational speakers and training sessions.
- Facilitating online forums for beneficiaries to provide peer to peer support to each other.
- Developing a programme for SPRINGBOARD members to become buddies for younger beneficiaries at other charity events.
- Referring beneficiaries to the charity's SUPPORT team where potential bereavement or other mental health concerns are raised.

#### **Requirements of the role:**

- Excellent organisation and communication skills are essential.
- Ability to engage and enthuse others.
- Able to work as part of a wider team but also self-motivated & able to prioritise.
- Will need to be instrumental in creating this new programme from scratch.
- Good computer skills (internet, email, word, excel).
- Some event or project management experience.
- Ability to work to a tight budget.
- Creative thinking – able to take a project brief and create a solution.