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Role Opportunity: Projects Co-ordinator

**We are seeking someone with a passion for making a difference in Bristol to run our JumpStart Kids projects!**

**We run fitness and nutrition after-school sessions for children living in tower blocks in some of the most deprived areas across Bristol. Once a week in each location, our teams of volunteers run games, activities, and challenges, designed to be fun, but tackling the very serious, life-limiting illnesses caused by lives lived in poverty.**

You will be co-ordinating the sessions and supporting our volunteer teams, to run creative and engaging sessions for our kids, using your experience of working with young people to gently nurture their physical and mental health. Well as supporting us, we would love to support you! So this is a great role if you would like to be mentored, and develop skills to help you progress in your career – with JumpStart and beyond!

**Role title:** Projects Co-ordinator  
**Responsible to:** Director  
**Location**: 3-4 flats around Bristol   
**Responsible for:** running projects, on-boarding of volunteers and volunteer oversight  
**Fees**: £18 per session delivered: additional hours for volunteer co-ordination negotiated weekly   
**Commitment required:** Attend each JumpStart kids session: currently session one per week in 3 flats (hopefully 4 by Easter); 4-5pm; term time only. 1-3 additional hours for volunteer admin, flexible weekly  
**Training provided:** Initial orientation followed by quarterly updates and regular 1-1 support

**Duties and responsibilities:   
-** To attend each JumpStart Kids session  
- Empower each volunteering team to run activities each week   
- Forge relationships with parents who attend   
- Co-ordinate the volunteer rota each term   
- Oversee the health and safety of our sessions  
- Support trips out, roughly once a term,   
- Manage the volunteer WhatsApp groups  
- On-board new volunteers including DBS checks   
- Keep abreast of new game ideas to engage our kids and maximise fun!  
- To self-reflect on practice and knowledge to support future delivery

All tower blocks are based around the city centre and you will co-ordinate JumpStart Kids sessions at each tower block once a week. So the ability to travel is essential, either by bike, car or public transport. If you travel by bike you will carry a small amount of light kit with you. If by car, fuel and parking will be reimbursed.

**Experience:  
Essential:**

* Working with young people
* Communicating in a range of environments and to a range of people

**Desired**

* Working with young people from different backgrounds including socio-economic and ethnicity
* Teaching or coaching
* Creating sessions for example in a school, club or group
* Volunteering, whether you’ve been a volunteer or have managed volunteers before
* To have an understanding of sport and physical activity
* To have a knowledge and understanding of the role that sport and physical activity can play in addressing inequalities

**Skills and abilities:**

* Ability to create an interactive, positive, and supportive environment
* Excellent facilitation skills with the ability to use effective strategies to engage children
* Excellent communication listening and empathy skills to respond, engage, challenge and motivate children, parents and volunteers
* Strong planning and organisational skills
* Reliability

**Education/Training/Qualifications:**

* Hold a recognised teaching or coaching qualification **OR** have experience in teaching and learning with young people
* Hold a safeguarding certificate, DBS and First aid certificate (can be arranged)
* Have a right to work in the UK
* To take responsibility for declaring tax with HMRC as you will be on a freelance basis

**Process for application:**   
**Stage 1:** Complete an application form  
**Stage 2:** Invitation to interview   
**Stage 3:** Run a session and be observed  
If successful, you will be given the kit you need to deliver the sessions. If storage is an issue this can be organised   
  
**To Apply:**  
Please email Jane for an application form: [jrcomms@outlook.com](mailto:jrcomms@outlook.com)

And return via email by Wednesday 25th January 2023  
  
*We welcome applications from all candidates, irrespective of gender, disability, marital or parental status, racial, ethnic or social origin, colour, religion, belief, or sexual orientation. In addition, during the various stages of recruitment, specific measures can be taken to ensure equal opportunities for candidates with disabilities or special needs.*