Job Vacancy

Shine Together Group Co-ordinator (disability youth group)

The Landmark Centre in Little Horton is looking for a Coordinator to oversee and deliver Saturday afternoon sessions for young people 11-18 years with additional needs and sometimes challenging behaviour. At present the group has 8 regular members who have autism, learning disabilities and cerebral palsy, the needs of the young people vary and require close support during activities.

The work is sessional and paid at £12.01 per hour for 5.5 hours a week. The post is fully funded from January 2017 up to October 2017. We have been in existence for over seven years, with a good reputation in Bradford, and we are confident of continued funding.

The group is run from a meeting room (Saturdays 1.00- 3.00 p.m.) situated within All Saints Church on Little Horton Lane opposite St Luke’s hospital. We have 2 paid assistants, a strong team of 4 volunteers and a good supply of resources for sessions. The group is looking to recruit a Group Coordinator to start as soon as possible, ideally in February 2017. The existing Group Coordinator will continue in post during February for a smooth transition.

We are looking for a proactive, creative person to take over this exciting challenge from the previous coordinator who has resigned due to work commitments.

You will need to be motivated, reliable and mature and be able to work under your own initiative. You should be able to manage the assistant and volunteers, and be able to oversee sessions confidently. You will be responsible for planning sessions, and for updating and involving parents by phone/text/email and face to face contact.

You are responsible for the security of All Saints Church whilst inside the building, and must follow security routines.

You will be expected to arrive at Church at 12.30 p.m. to set up for 1.00, and are paid until 3.30 p.m. - half-an hour after the set finishing time - to clear up, plan etc. You are paid 2.5 additional hours, to be taken at your convenience, either at home or at All Saints Landmark Centre, to maintain records, purchase materials, contact parents, advertise for and induct potential volunteers, advertise and induct new group members and seek and apply for funding and complete funding reports.

The successful applicant will embody the Centre’s Christian values - integrity, compassion, truth, justice, reverence, honesty, diligence and respect. We do not expect applicants to be practising Christians.

We welcome applications from all ages and backgrounds.

For more information contact Claire Drake at claire@allsaints-landmark.co.uk or call Rev Stephen Treasure on 01274 522717. Please submit applications to [claire@allsaints-landmark.co.uk](mailto:claire@allsaints-landmark.co.uk)

**Closing Date for applications: Midnight Monday 16th January 2017**

**Interview date: Saturday 28th January 2017 between 12-4pm**

**Start date: as soon as possible in February or March 2017**