



Music, Communication, Inclusion

## Session Coordinator (Epsom Choir)

Award-Winning Surrey charity, Include.org, is looking for a Session Coordinator to help build our Team.

The Include Choir welcomes people with and without learning disabilities or autism. It is based on speech and language therapy approaches, and is a fun loving, friendly place to make friends and practice communication skills. As a Session Coordinator your role is to create an environment where every participant has the opportunity to be included, empowered, safe and have a good time.

The role is for **five hours** per week of which two and half hours are fixed to the session on Tuesdays from 5:30 to 8pm located at Blenheim High School, Longmead Road, KT19 9BH. The remaining two and a half hours are flexible administration work from home.

As the role develops there is the possibility of the administration hours to increase, depending on the availability and need.



### Our Values

Whenever you are with Include.org, you can expect staff, volunteers and members to be:

**Kind Empowering Fun Inclusive Respectful**

and all services to be based on speech and language therapy best practice and the principles of co-production.

### Job Description and Duties:-

The Choir Session Coordinator will arrange the venue in preparation of the session, with the support of the volunteers to ensure delivery of a safe and enjoyable choir. With the support of volunteers, you will greet our members and encourage the use of inclusive communication tools such as a photo sign-in board to promote the independence and communication skills of our members.

Supported by the volunteer coordinator, you will be responsible for all volunteers during the session – and ensure that they are supported to fulfil their role. We are keen to support volunteers with additional needs and you will liaise with the Volunteer Coordinator to support the delivery of both our volunteer and supported volunteer programme.

The Session Coordinator will be responsible for maintaining data and current membership and support with publicising and growing the membership of the choir.

### **The administration and sessional duties will include:**

- Logging and maintaining attendance and membership data
- Dealing with new enquiries and completing new membership applications
- Liaising with existing members and / or provider organisation to keep them informed and reminded of sessions
- Promoting the choir
- Setting up and clearing down the venue with the support of volunteers
- Maintaining and updating resources
- Working with the Volunteer Coordinator to ensure volunteers are supported, engaged and clear on roles and responsibilities
- Helping the charity demonstrate its impact by gathering regular feedback
- Liaising with the wider staff team, including music, admin and communications team
- Assisting with resource preparation as required
- Delivering all duties professionally and in accordance with Data Protection, safeguarding and all relevant policies.

### **Person Specification**

#### **DESIRABLE:**

- Experience working with people with understanding or speaking difficulties
- Experience of working in a charity
- Experience of data collection and management
- Knowledge of Makaton Signing and other inclusive communication techniques

- Familiar with using the Google Drive or other cloud-based systems

### **ESSENTIAL:**

- You must have excellent communication, organisational and timekeeping skills
- A willingness to support other team members to achieve a high standard of service for our members
- A team-centred approach
- A friendly and fun-loving disposition
- Ability to work independently and use initiative
- A creative approach to problem solving and the ability to work under pressure at times.
- It is important to have a knowledge of Microsoft programs including PowerPoint, Excel and Word.
- Good electronic communication skills including Email and Whatsapp

### **TRAINING**

You will receive the necessary training and support to fulfil this role, which will include

- safeguarding
- Introduction to food hygiene and allergens
- first aid
- data protection
- inclusive communication

In line with the vision and aims of the charity you will have access to free Makaton and Mental Capacity Act Training.

**WHERE:** Blenheim School, Epsom, KT19 9BH, plus home-based admin work

**WHEN:** Tuesdays: 5:30 - 8pm pm term times.

**FEES:** £12.00 per hour, for 5 hours per week - with potential for further hours on agreement with the senior staff team, depending on need.

This is a freelance position, so you will be responsible for your own tax/Ni contributions. Fees will be payable on receipt of an invoice at the end of the month, unless alternative arrangements are agreed in writing with the Senior Staff Team or Trustees

**IF YOU ARE INTERESTED.**

Please spend some time on our Youtube channel

<https://www.youtube.com/c/IncludeTube> or [The Include Choir Online](#), getting to know **Include** and the work we do.

To apply, please send a covering letter/email outlining why you would like to join us, your experience and how you fit the person specification. This should be accompanied by an up-to-date CV.

If you have any queries, please email Alix Lewer at [alix.lewer@include.org](mailto:alix.lewer@include.org) or call 07446 897835 for an informal chat

**Closing Date:** 24<sup>th</sup> March 2023



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