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| Salary range | £29,560 (FTE) |
| Contract | Permanent |
| Main location | Portland College  |
| Hours and basis | 37.5 per week including some evenings and weekends |
| Reports to | Senior Marketing and Fundraising Manager  |
| Date of issue | January 2024 |

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| Why Portland College needs this role |
| Portland College is an Ofsted Outstanding, vibrant national college for people with a wide range of disabilities and associated learning difficulties. As part of the College’s strategic plan we have ambitions to become a Centre of Excellence for Health and Well-being for disabled people. We have strong expertise in delivering inclusive and mainstream enrichment programmes on campus and in the community.We are excited to have been commissioned by the National Citizen Service and the Duke of Edinburgh’s Award Scheme to lead on developing the enrichment offer among a range of mainstream schools in North Nottinghamshire. We are looking for a committed candidate to facilitate a programme that brings together delivery partners, schools and venues to access an innovative, high-quality enrichment offer that will improve the mental and physical health and well-being of participants.  |
| What you will be doing |
| The Schools Enrichment Coordinator will have responsibility for the operational delivery of the Enrichment Partnerships Pilot project:**Project Delivery*** Leading on the project management of the programme from start to finish, including meeting all set objectives.
* Ensuring a positive reputation of Portland Charity through the effective project delivery.
* Building relationships with partner schools to promote and increase engagement with our enrichment programme.
* Conducting effective research with partner schools through talks, assemblies, surveys etc to gain the student voice on their enrichment preferences.
* Researching the current enrichment offer across the identified partner schools.
* Working with partner schools to identify priority enrichment areas, to enable to creation of an effective enrichment programme.
* Building relationships with enrichment delivery partners to create an extensive and inclusive enrichment programme.
* Coordinating the annual enrichment programme and all associated logistics, including registrations, venue, transport, accessibility etc.
* Evaluating and analysing the impact of each enrichment session, with a focus on attendance, mental health and well-being and increased participation.
* Facilitating focus groups and meetings to ensure the effective programme delivery.
* Developing a presence among key networks to maximise enrichment opportunities.
* Managing the programme budget, including regular reporting to Line Manager.
* Working with Portland’s Activities Lead to increase engagement with the annual regional Portland Games competitions.
* Working with our Quality Team to undertake Quality Improvement Plans

**Health and Safety*** Ensure that all Health and Safety policies, procedures, rules and regulations are adhered to and effectively communicated
* Keeping risk assessments up to date and recording and reporting of accidents
* Safeguard and promote the welfare of children and adults

**Administration*** Administer all elements of the project, including budgetary, enquiries, processes and customer service.
* Co-producing marketing materials with the Marketing Team
* Co-producing funding bids with the Fundraising Team

**General Responsibilities*** Be proactive in keeping up to date with developments through CPD
* Abide by all organisational policies, code of conduct and practice
* Support diversity and equality of opportunity in the workplace
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| Key results we want to see from this role |
| * Safe and effective delivery of a wide range of enrichment activities at various locations
* High levels of engagement and positive feedback
* Development of strong partnerships with delivery partners, venues and schools
* Supporting with upskilling school staff to ensure sustainable enrichment post-project
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| Dimensions of the role |
| * Responsible for the successful delivery of the EPP project, meeting all set objectives.
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| Key work relationships |
| * Marketing & Fundraising Team, external delivery partners, schools, venues and suppliers.
* Liaise with all levels, internal and external across the college
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| Other information |
| Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm and to promote Fundamental British Values.Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check and to provide proof of their right to work in the UK. **Other Duties & Responsibilities** * Such other duties as the management may from time to time reasonably require

The above role profile is not all encompassing and is subject to regular review.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Signature of post holder Date**I have read and accept the duties and responsibilities outlined in this role profile. |