



## **Job Specification: Active Breathing Course Coordinator**

1 day/week @ £4100 - £4600 p/a (£20,500 - £23,000 pro rata)  
depending on experience plus up to 6% matched pension

### **1. Purpose of job:**

We are a growing organisation with ambitious plans and amazing staff and volunteers. The purpose of this job is to ensure that the day to day coordination and development of the Active Breathing Course is efficient, smooth and responsive to our partners. The Active Breathing Course (ABC) is a 6 week online course of breathing and singing exercises that helps participants to improve their breathing capacity and controlled breathing to aid recovery from Long Covid, and to assist health and wellbeing in long term respiratory conditions and/or anxiety. You will be responsible for working with volunteers to triage referrals onto the course, for booking courses with tutors and the associated admin around this, and for managing the growth of the ABC project into other Boroughs. Key objectives in this role include raising VoH's profile, presenting the ABC to organisations and working with NHS bodies to secure referral pathways and funding. You will be part of a wider staff team and responsible for coordinating with admin/office staff, maintaining active, healthy relationships as well as a knowledge and appreciation for the wider work of Voices of Hope.

### **2. Key role descriptions:**

#### **2.1 - General administration of the ABC**

- Dealing with all referrals to the ABC, making sure participants have been contacted and put on the waiting list.
- Liaising with tutors and assigning participants to courses in line with the availability of tutors and participants.
- Answering any questions participants have that tutors can't help with, making sure they understand the client journey and keeping track of the ABC email account.
- Working with and training any volunteers who want to support the ABC with administration.
- Being responsible for the ordering, compiling and sending out of all course packs to participants using Royal Mail.

#### **2.2 - Growth of the ABC**

- Working on creating new connections and relationships with other London Boroughs, initially focussed around Wandsworth, Hounslow, Merton, Croydon, and Southwark.
  - Setting up additional referral pathways with hospitals, GPs, physios, centres and social prescribers in those Boroughs
  - Presenting to organisations (e.g. Integrated Care Groups, Physios, Hospitals) on the ABC

- Providing regular feedback and communication on the progress of referrals and participant impact reports with the view to securing funding from other areas and in particular, the NHS / Integrated Care Groups.

### **3. - General Responsibilities**

- Carry out responsibilities/duties within the framework of VoH's Equal Opportunities, Health and Safety and other policies and relevant legislation at all times
- Develop excellent working relationships with VoH staff and volunteers
- Carry out additional tasks that may be required from time-to-time in order to achieve agreed project outcomes and outputs and personal targets agreed with the Line Manager
- Undertake training and constructively take part in meetings, supervision, seminars and other events and to assist with the effective development of the post

### **3. Summary of terms and conditions of service:**

**Location:** The post-holder will be an employee of Voices of Hope. This post is based at KingsGate Church (161A Clarence St, KT1 1QT) with some ability to work from home.

**Probation & Post:** This position is on a permanent employment basis subject to a probation period of 3 months. After this, you will receive bi-yearly reviews with the post then being on a monthly rolling basis, subject to incoming funding. The post is 1 day a week (preferably spread over 2 days), with some ability for flexible time (in agreement with the employee/employer).

**Notice:** This post is subject to a four-week notice period.

**Annual leave:** The annual leave entitlement is 20 days plus 8 bank holidays (this is pro-rata for part time staff).

**Pension:** After the first month of employment, Voices of Hope will contribute up to 6% of annual salary as part of our pension plan. This plan is based on matching up to 6% of employee contributions.

**Expenses:** The role may require occasional travel within the UK. Out-of-pocket expenses will be paid when incurred in accordance with our expenses policy.

**Safeguarding:** The post-holder will adhere to Voices of Hope's safeguarding policy for vulnerable adults and children and will also be subject to a DBS.

This job description covers the current range of duties and will be reviewed from time to time. It is VoH's aim to reach agreement on changes but if an agreement is not possible, VoH reserves the right to change this job description.

**Application:** Application is via CV and covering letter to [sarah.clay@voh.org.uk](mailto:sarah.clay@voh.org.uk) by Aug 7th 2022

**Person Specification:**

**(All ESSENTIAL unless shown as DESIRABLE)**

<b>Education</b>
Education to A level standard in 3 A'Levels or equivalent level of experience working at a similar level within a relevant area
<b>Experience</b>
Experience of project administration involving multiple partner organisations (DESIRABLE)
Experience of productive, collaborative working with a range of stakeholders (DESIRABLE)
Experience of working as part of a team
Experience of working with volunteers
Experience in marketing and communication (DESIRABLE)
<b>Skills, Knowledge and Abilities</b>
Understanding of the work of the voluntary sector
Understanding or willingness to learn how the voluntary sector and NHS/Integrated Care Groups work together (DESIRABLE)
Understanding of how to use course data for communication to partner organisations
Strong ability to communicate clearly, concisely and persuasively, both verbally and in written forms to a variety of audiences
Good design skills and ability to create engaging and accessible content (DESIRABLE)
Excellent Organisational skills
Excellent interpersonal skills and the ability to quickly build strong relationships with partner organisations and team members
<b>Reliability</b>
Ability to work on own initiative and to organise own workload without significant support
A flexible approach, and willingness to be adaptable and respond to rapidly changing circumstances
Competent ability on Pages, Excel, Google Docs, Numbers and/or an ability to learn new systems
Confidence to present to organisations, concisely and persuasively
Ability to work in a fast-paced environment, prioritising workload accordingly and working effectively to deadlines
Ability to follow up new organisational leads and to effectively market ABC

Ability to work well with volunteers and to supervise their work effectively to ensure a consistently high standard of delivery

Knowledge of Data Protection Act (DPA) 2018 and the EU General Data Protection Regulation (GDPR) 2018