

## **Job Description: FFT Events Coordinator (Children and Youth Events)**

Title: FFT Events Coordinator, (Children and Youth Events)  
General Description: To plan, promote, develop, deliver and review FFT events for children and young people within the FFT Events programme.  
Reports to: FFT Manager (Hospitality and Business Development)  
Hours: 19 hours per week

### Role:

- Contribute to the process of developing an FFT Programme of events for children and young people at Dalesdown
- Lead the planning, delivery and review of existing FFT events for children and young people, including Dalesdown Camps, Time Out for Dad's and Life Camp.
  - Deliver inclusive events within an agreed budget and against attendance targets; including working with grant making organisations and professional/ statutory organisations where appropriate.
  - Build and lead a voluntary 'core team' to support in the planning and delivery of Dalesdown camps, Time Out for Dad's and Life Camp
  - Build and lead a voluntary 'event support' team to provide a resource for the preparation and presentation of the existing FFT Events Programme
  - Develop appropriate relationships with families and parents of campers
- Develop key relationships with a target audience of stake holders in order to raise the profile of FFT events for children and young people
  - Build relationships with local youth and children's workers.
  - Build relationships with local youth worker support networks.
  - Build on existing relationship with Time out for Dad's and Family Trust and other partnership organisations.
  - Build relationships with local church leaders.
  - As appropriate, build relationships with organisations which will partner with us in the delivery of events which will further the aims of FFT.
- Contribute to an on-going process of performance appraisal, including the setting and monitoring of progress towards agreed personal objectives
- Keep abreast of current legislation and work to the highest standards in respect of the safety and protection of children, young people and vulnerable adults
- Use FFT IT systems as their primary location for the preparation and storage of material, including documents, plans and data which arise from their role within FFT. (*Under no circumstances shall personal data which is the responsibility of FFT be stored on any computer which is not an approved part of the FFT IT system*)
- Undertake the role of Dalesdown Duty Manager as required (separate job description applies)

Additional activities may be undertaken only as agreed or directed by the line manager.

The candidate will be able to demonstrate:

- Excellent leadership skills
- Excellent written and verbal interpersonal skills
- Excellent organisational skills
- Good basic computer skills, including Microsoft Word, Excel, Outlook and Powerpoint
- Ability to work comfortably alongside people of all ages
- Experience of working in a customer facing environment
- Ability to work as part of a team.
- Ability to work independently
- Ability to provide their own transport

### Person Specification

- Fully committed to the ethos of Family Foundations Trust Ltd.
- A gift of hospitality and friendliness.
- A willingness to work flexible hours as necessary to ensure the delivery of all events within the role.
- A willingness to tackle situations however mundane.
- An appreciation and understanding of attitudes, lifestyle and safeguarding of children and young people.

The appointment will be subject to a satisfactory DBS Enhanced Disclosure and references.