



November 2020

## **Job description**

### **Community Resource Programme Coordinator**

**3-month temporary contract starting January 2020 (if funding bids are successful this period will be extended)**

**2 days per week (14 hours)**

**Salary: £24,000 pro rata**

**Location: London.** Office base in Hoxton, outreach across various London boroughs. All staff are currently WFH/remote working.

**Flexible working hours:** You will need to ensure your time in the office/online for remote working overlaps to some extent with other staff.

**3-month temporary contract (applicable from start date)** - this is the current funding period; we aim to continue the post after this period with alternative funding.

Reports to CEO

## **Introduction**

Maths on Toast - the family maths charity - is here to make every family feel empowered and inspired about maths by showing that maths can be a creative, enjoyable family activity.

Our ambition is to build Maths on Toast's reach, making it the go-to organisation for fun family maths that is accessible to all – challenging perceptions of what maths is and transforming children's and parents' experience of doing maths together.

Our target audience is families with children between 5 and 12 years old.

We usually run events and workshops in the community, develop resources for use at home and work with schools to reach more families and encourage parental involvement in creative maths. We work with targeted community groups to reach people who might not otherwise come to us.

### **The role**

Since lockdown Maths on Toast has increased and adapted our online provision whilst also developing activity packs and printed resources for distribution to families who may have poor digital access or who may have scant access to resources/activities at home. This role will address this access/provision gap by coordinating the delivery of Maths on Toast Activity Packs and other suitable resources to families via community partners.

### **Who we are looking for**

We are looking for someone with strong organisational/administration skills who is also great at talking to people and building relationships. We want you to be able to communicate Maths on Toast's aims with ease and explain to community partners what we can achieve by working together.

### **Role description:**

1. Building contacts and developing relationships across the community sector for partnership delivery of resource programme

- Community networking to foster new contacts in funded boroughs
- Developing relationships in order to collaborate on the effective delivery of the resource provision to target audiences.
- Sharing ideas and best practise of how organisations can work together to meet their various aims and empower their beneficiaries.

2. Administration of resource programme

- Ordering resources, coordinating print runs and collating packs
- Organising delivery to community partners

3. Monitoring and evaluation

- Collecting and collating of data for monitoring reports
- Collaborating with community partners to best plan how monitoring/evaluation could work for this type of programme where face to face contact is not a given
- Programme evaluation

#### 4. Assisting on the development of ideas for further/potential community projects

- Working with Maths on Toast colleagues to develop further projects and deepen relationships with community networks and partners

You may be asked to take on any other tasks that may reasonably arise in line with your role and the organisational needs of our small team.

#### **Person specification**

We wish to recruit someone with strong organisational skills plus hands-on experience of working in a community environment. We recognise demonstrable experience as an asset and do not require applicants to have formal qualifications.

Essential:

- Proven administration and organisation skills
- Experience of working in a community environment/on community-led projects
- Relationship builder: keen to collaborate and build networks
- Self-starter, with a proven ability to work on your own initiative
- Team-worker, happy to pitch in
- Enthusiasm for the vision and mission of the charity
- Ability to communicate the value of family/community learning opportunities

Desirable:

- Understanding/experience of the needs of family and primary school age audiences
- Understanding/experience of the needs of families in challenging circumstances
- Understanding/experience of working with hard to reach or engage families or communities
- Our current funding is for resource delivery in several London boroughs. We welcome applicants with community experience/contacts in: Barnet, Brent, Camden, Ealing, Hammersmith & Fulham, Harrow, Kensington & Chelsea, Westminster, City of London

Because we work with children, and our office is located in a community college, you will be required to undergo a DBS check.

#### **What we can offer you**

- Flexible working days/times
- Pro rata equivalent of 25 days holiday plus bank holidays
- NEST Pension
- The opportunity to work with a committed, friendly team in a small charity

### **How to apply**

Please email Lucy Davis, CEO – [lucy@mathsontoast.org.uk](mailto:lucy@mathsontoast.org.uk) - if you would like to arrange an initial phone call about the role, or have any questions.

Please apply by sending a CV and a letter (max. 2 sides A4) explaining your motivation and relevant experience. Please provide 2 references in your letter and send to [info@mathsontoast.org.uk](mailto:info@mathsontoast.org.uk)

**Deadline for applications: 31<sup>st</sup> December 2020**

**Interviews will be held via Zoom in very early January 2021.**