

NATIONAL OUTREACH CO-ORDINATOR APPLICATION PACK



Charity Number SC042392

Please visit www.eos.org.uk for an overview of our support activities.

JOB DESCRIPTION

Position	National Outreach Co-ordinator
Hours	21 hours a week
Line Manager	Head of Services
Salary	£25,000pa pro-rata
Pension	4% employer contribution, 4% employee contribution
Holidays	28 days pro-rata
Based at	EOS office in Linlithgow; some hours can be worked from home
Contract	Permanent

Role Description

Eczema Outreach Support is a charity supporting families struggling with the day-to-day challenges of having a child with eczema. This new role is an exciting opportunity to develop, launch and run our charity's school workshop programme UK-wide.

Over the past few years we have offered a school workshop programme to our member families across Scotland. This has proved extremely successful and has helped raise awareness of eczema in schools, built the confidence of children with eczema and reduced instances of bullying.

Earlier this year we piloted offering the school workshops to our members in England, Wales and Northern Ireland. The pilot was a great success and we are now in a position to launch our school workshop programme UK-wide. The workshops will be delivered by a bank of sessional workers spread across the UK.

The Outreach Co-ordinator will be responsible for planning the service, putting in place processes to ensure it works alongside our family support service, recruiting the bank of sessional workers, and the on-going work of matching requests for school workshops from our member families with sessional workers to deliver the sessions.

In time, the role will also include developing the role of the sessional worker beyond school workshops, and developing volunteering opportunities across the UK.

Key responsibilities

1. School Workshop Project Planning

1. Become familiar with the content and purpose of the school workshops
2. Work with the family support team to map the processes required to support requests for school workshops
3. Identify the best locations for sessional workers
4. Identify the training and resources required for sessional workers to fulfil their role

2. Recruit & develop a bank of approximately 10 sessional workers

1. Advertise and help recruit a bank of approximately 10 sessional workers in key locations UK-wide
2. Develop and co-deliver training for the sessional workers

3. Day-to-day co-ordination of the service

1. Implement processes to manage the request for workshops and matching with sessional workers
2. Line-manage the relationship with sessional workers by providing regular support and supervision and peer support opportunities
3. Implement any necessary admin for the day-to-day work with sessional workers
4. Keep track of expenditure against the plan's agreed budget

4. Development of sessional workers and opportunities for volunteers

1. Once the school workshop programme is up and running look for opportunities to expand the remit of the role of the sessional workers
2. Look for opportunities to develop volunteering opportunities across the UK

PERSON SPECIFICATIONS

	Essential	Desirable
Knowledge and Qualities		
Confident to use own initiative as part as a small team	x	
Personable and of a friendly nature	x	
Ability to inspire and motivate remote workers	x	
Ability to analyse problems and develop solutions	x	
Flexible in approach	x	
Happy to spend a significant amount of time communicating with individuals remotely (phone, emails, social media, video)	x	
Knowledge of health and children's services or education		x
Understands the challenges created by chronic conditions, especially eczema		x
Committed to equal opportunity and inclusion	x	
Understands the organisation's aims and values	x	
Experience / qualification		
Experience of line-managing others	x	
Experience of co-ordinating remote workers		x
Minimum 2 years of experience in a role requiring project management	x	
Project management qualification		x

Experience of developing and following processes	x	
Experience of developing a plan and working towards it	x	
Skills		
Excellent communication and IT skills, including social media and Microsoft Office	x	
Demonstrable relationship building skills	x	
Excellent planning and organisational skills	x	
Ability to monitor a budget and keep financial records		x

How to apply

What you should send - There is no application form. Please provide:

1. A CV, explaining what your experience is. We are also interested in people's life experience when it is relevant to the post, such as hobbies and roles you do on a voluntary basis.
2. A covering letter explaining how you meet the person specifications and why you would like to work with us.
3. The names and contact details of 2 people who will give you a reference. They should know you in roles that are relevant for this type of post. We will not contact anyone for a reference until after the interview stage.

Where to send applications

The closing date for applications is **Sunday 24 November 2019, midnight**.

You can send them by email (preferably) or by post:

- Email: **christine@eos.org.uk**
- Post: EOS, Bryerton House, 129 High Street, Linlithgow, EH49 7EJ

Interviews

The formal interviews will be held in Linlithgow on **Tuesday 3 December 2019**.

More information about EOS: www.eos.org.uk

For an informal conversation about the post, you can contact us by email or by phone: Email: christine@eos.org.uk / Phone: 01506 840 395. Our office is currently closed on Fridays.

Our Vision



Families with eczema in the UK flourish in a society where they can lead healthy and fulfilled lives.

Our Aims

Support and **empower** vulnerable families of children

Build **confidence and self-management skills** of children and young people

Offer families opportunities to **meet and share** experiences

Shape services and **influence** policy

Increase **understanding** of eczema with the general public to fight stigma

Our Activities

DIRECT FAMILY SUPPORT

- Welcome pack
- Support & empowerment
- Advocacy
- Resources & information

CHILDREN'S ACTIVITIES

- High 5 Club (age 3-10)
- XY Club (age 11+)
- Schools' workshops

CONNECTING FAMILIES

- Learn & Share events
- Local Connect meetings
- Online community

INFLUENCE & AWARENESS

- Healthcare pros' sessions
- The voice of our members
- Public awareness