

# Managing Coordinator

## Community Leeds After School Study Support (CLASSSS)

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**Salary:** £3,832.94 - £4,148.85 per annum (£20,092 - 21,748 FTE)

**Working Hours:** 7.5 hours per week, Thursdays 5pm - 8pm (remainder to be worked flexibly based on organisational need and postholder availability).

**Working Weeks:** 44 per year (term-time only plus 25 days)

**Responsible for:** Volunteer Coordinator, Paid Tutors and Classroom Volunteers

**Reporting to:** Board of Trustees

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### Main purpose of role

- Act as a figurehead for CLASSSS and coordinate our Thursday night sessions
- Work with the volunteers and our Volunteer Coordinator to ensure the smooth running of our organisation
- Act as a Designated Safeguarding Officer and be ultimately responsible for the safety and welfare of our young people

### Key tasks

- Oversee all aspects of running our organisation.
- Coordinate our Thursday sessions - acting as a first point of contact for parents/carers and volunteers, managing internal and external enquiries.
- Maintain accurate records for children, manage registrations and our waiting list.
- Be a key holder for the building, taking responsibility for the health and safety of young people, volunteers and visitors.
- Work with the Volunteer Coordinator to ensure that all areas of our charity have appropriate volunteer capacity.
- Develop and deliver training and engagement activities for our volunteers, with support from the Volunteer Coordinator.
- Work with the Treasurer, Fundraising Coordinator and Reception Volunteers to oversee our finances - making sure payments are taken on time, ensuring we are spending wisely and promoting our fundraising activities.
- With support from our Treasurer, to liaise with Leeds City Council to arrange and confirm our venue booking each academic year.

*The above is not an exhaustive list of duties and responsibilities of the position may vary under the direction of the Trustees. Any changes will be communicated with reasonable notice.*

## Person Specification

Requirements	Essential/Desirable	Application/ Interview/ Task
<ul style="list-style-type: none"> <li>• GCSE Maths and English grade C or equivalent;</li> <li>• Evidence of continuous professional development.</li> </ul>	Desirable	A
<ul style="list-style-type: none"> <li>• Experience of coordinating resources and/or events;</li> <li>• Experience of working with children and young people;</li> <li>• Experience of working in an education or other regulated environment;</li> <li>• Able to confidently lead a team;</li> <li>• Able to interpret policies and offer guidance to others;</li> <li>• Experience of working with charities/volunteering/social action</li> </ul>	Desirable     Desirable	A/I
<ul style="list-style-type: none"> <li>• Good interpersonal and communication skills;</li> <li>• Excellent organisation and time management skills;</li> <li>• Strong computer literacy;</li> <li>• Leadership skills with the ability to motivate and engage.</li> <li>• Commitment to the safeguarding of children and young people.</li> </ul>		A/I

*Please note that CLASSS is committed to the safeguarding of our students and that appointment to this position is subject to Enhanced DBS and Barred List checks.*