

Communications & Partnerships (Advocacy) Coordinator

Job Specification

Our coordination team comprises at least four coordinators - Safeguarding and Child Protection Coordinator, Volunteer and Welfare Coordinator, Activities Coordinator and Communications & Partnerships Coordinator.

As a coordinator with us, you have core responsibilities which are shared throughout the coordination team and work collaboratively with your fellow coordinators to ensure these are fulfilled. Some of these tasks are integrated into specific coordination roles, however, the reality of our work context means that the responsibilities specific to each coordinator's role have to be adaptable.

At Project Play, we ask all coordinators to:

- Uphold the highest of standards in relation to safeguarding and child protection
- Promote a culture of teamwork and mutual respect
- Prioritise your welfare and the team's welfare
- Communicate openly
- Collaborate with others (involving the team and other teams where appropriate)
- Reflect and learn
- Ask for help if you need it!

Core shared responsibilities

These core responsibilities give an overview of the highest priority tasks that need to be done each week. Therefore, though some of these tasks may not be specific to your role, all coordinators are responsible for ensuring they are completed:

- Modelling a passion for play
- Planning, preparing and facilitating high quality play sessions, and being a proactive and reflective session leader
- Supporting volunteers to fulfil their roles to the best of their ability - including welcoming and training new volunteers, and providing day-to-day support for existing volunteers.
- Building professional relationships with team members to encourage a positive team culture where constructive criticism and concerns can be raised
- Overseeing house maintenance and cleanliness including reporting any damages to the appropriate parties (ie. landlord or warehouse proprietors)
- Ensuring the maintenance of our two vehicles, including overseeing the storage of correct documentation and legal compliance, and managing transport logistics
- Monitoring day-to-day finances, including basic financial tracking
- Organising weekly workloads for the team, including weekly rota and regular breaks.
- Upholding the charity's principles and culture - collaboration, communication, honesty and mutual respect

Communications & Partnerships Coordinator

This role falls within our advocacy axis - as such, you will work closely with the volunteers who comprise our remote advocacy team to support the work we do to campaign for the rights of the children we work with, guided by our principles of empowering, participative and rights-based advocacy. The key responsibilities of this role include:

Partnerships & Networks

- Participate in relevant meetings and working groups as a representative of Project Play to establish and uphold connections with key partner associations, with a view to enhancing our service and strengthening the legitimacy of our voice as an actor in this space.
- Work closely with partners to advocate collectively, guided by our principles of empowering, participative and rights-based advocacy. This includes creating and maintaining relations with local institutions and decision makers.
- Work closely with partner organisations on the ground to share appropriate information, with particular regard to planning Project Play's response to evictions in our working sites.

Communications

- Lead on the creation of sensitive and impactful content, including for our social media, newsletter and website.
 - This involves leading on the production of advocacy content - including monthly infographics and 'update' style posts - and supporting other members of the team to communicate about other aspects of our work.
 - Be attentive to confidentiality and GDPR best practice.
- Manage our social media accounts, ensuring responsiveness to current events and news. You will be supported by the remote team in doing this.
- Work with the whole Project Play team to engage with media thoughtfully and constructively.
- Represent, and/or support volunteers to represent, Project Play to journalists, the media and other key stakeholders.

Field-based Advocacy

- Whilst your focus will be on partnerships and communications, you will be the ground team lead for advocacy in Project Play. As such, you will be the primary point of contact for actors visiting northern France, and will be expected to represent the organisation in key meetings.
- Although you will work collaboratively with the remote team, it is your responsibility to support the ground team with data collection and testimony gathering.
 - This includes delivering training to ensure consistency and high standards, working with the remote team to continuously improve our approach to data collection.