

Role: Project Officer – Comic Relief Location: London Salary Range: £19,000 - £24,000 (<i>depending on experience</i>) Contract: Fixed term – January 2021 – January 2022 Working hours: 35 hours per week Category: Full-Time

We are looking for an enthusiastic and dedicated individual to join our ever-growing team and lead on the development and delivery of our online and face to face Comic Relief and Greater London Authority funded programme engaging and supporting Deaf and Hard of Hearing children, young people and adults living in London.

This role will:

- Lead, develop and support the delivery of our fully accessible online activities through our #deafactiveonline programme. If and when restrictions are lifted, this role will look to set up face to face sport and physical activity opportunities in London
- Support and Develop the network of online trainers
- Work with partners to Identify and develop training opportunities to achieve good accessible activities offers from mainstream coaches and service providers.
- Work with partners and key charities to explore opportunities linked with delivering sport and mental health and wellbeing activities
- Work with internal staff and partners to ensure that all project activities are accessible and reflect the needs of Deaf and Hard of Hearing people from all communities, backgrounds and cultures.

You will have experience of working in a creative, person centric participation environment. The post holder will be responsible for leading on and working alongside our key partners Access Sport and Street Games to oversee and manage a wide range of activities. We are looking for someone who will strengthen and maintain accurate records which include supporting mid and year end reporting.

To apply for this role, you will have to complete an application form and specify how you meet the person specification criteria, as outlined in the job description. To do this, we suggest that you download the job description from our website prior to starting your application.

The closing date for applications is on Sunday 13th December at 23.59. We expect interviews to be held in London on Thursday 17th December 2020.

Please email info@ukds.org.uk if you have any questions. We strive to provide an accessible recruitment process. If a disability or long-term condition makes it difficult for you to complete our application form, please contact us to discuss alternative formats. If you require reasonable adjustments for taking part in the interview, please indicate this in response to the corresponding question in the application form.

A disclosure check will be sought in relation to the successful applicant for this post. This will be shared with our Senior Management team and also shared with our Safeguarding lead. All applicants must also complete a self-disclosure form.