



**Join a family firm with a difference**

**Interim Coordinator Boingboing Blackpool – Boingboing Resilience Community Interest Company**

**This is a temporary post (1<sup>st</sup> September 2017- 30<sup>th</sup> December 2017) to cover the role whilst we look for a permanent coordinator**

**Salary scale:** Up to £40,000 per annum plus employer pension contribution of 5%

Together with Blackpool Council and partners, including young people themselves, we're on a mission to build young people's resilience in Blackpool.

Blackpool folk – adults and young people – have been working with Boingboing and the University of Brighton for a couple of years to develop and refine our collective resilience approaches. Blackpool Council has been incubating us, giving us a home to get a Northern hub going. We hope to become an established part of the Community and Voluntary Sector in Blackpool and we're looking for someone to cover the role whilst we look for a new person to lead on making that happen longer term.

Boingboing also has a well-established base in Brighton hosted by the School of Health Sciences and the Community University Partnership Programme at the University of Brighton. We've been working on resilience for years – practically and academically – both in the UK and beyond. We use a family firm approach to tackle inequalities and to support disadvantaged people to build resilience. Our employees and volunteers are people from all walks of life. Most of us have experienced serious challenges in our lives, and some of us are still experiencing them now.

So, if you've read this far, we're assuming you share our passion for co-produced resilient responses that aim to help the most vulnerable adults, young people and their parents/carers. But are you also a therapeutic type who isn't too precious about your professional identity, yet can manage to be impeccably professional? Would you like to work alongside practical academics with opportunities for personal development provided within a friendly local council and university environment? Do you want to help Blackpool children and young people realize their amazing potential? Are you very well-organised and a 'can do' kind of person who makes things happen? Do you

like to travel both in the UK and much further afield whilst also having a passion for making things happen in Blackpool? If you can say yes to all of these, and have project management experience too that you think is relevant to this role, then take a look at our Job Description and see if it's the role for you.

We are a friendly, positive and motivated bunch who are lovely to work with (well we think so anyway!). We need to have your application by 5pm on Thursday 3rd August 2017.

We have included as much information as possible in this application pack as we do not have the capacity to respond to either telephone or email enquiries. Please do not call or email Professor Angie Hart directly with questions about this vacancy.

Recruitment Pack



18/07/2017

Dear Applicant,

Thanks for your enquiry into our vacancy of Interim Coordinator Boingboing Blackpool. Below and attached you will find more information about Boingboing and this specific post.

To apply please send a full CV and a covering letter (explaining why you are the person for the job) by email to Professor Angie Hart c/o Mirika Flegg ([Mirika@boingboing.org.uk](mailto:Mirika@boingboing.org.uk)) by **5pm on Thursday 3rd August 2017**.

A specific Job Description and Person Specification for the post of Coordinator Boingboing Blackpool is attached. Given this is an interim post we would not expect the post-holder to deliver on every element of the job description. Key to the interim post is the ability to support our current apprentice, manage our Blackpool Resilience Forum and relationships with the Council and other Blackpool organisations, front Boingboing at events and trainings, and ensure that training and support services in Blackpool continue to run smoothly. If you do not meet all the essential criteria for this post but like the sound of our organisation and have a specific interest in some of the areas of the work described in the job description, we encourage you to send an application with a covering letter explaining your areas of interest and we can keep your details on file for future recruitment.

This is an exciting role that has become available at a time of significant development and expansion for us and we really hope you will want to apply.

Best wishes and we look forward to receiving your application.



Professor Angie Hart  
Director  
Boingboing Resilience Community Interest Company

## Boingboing Job Description

**Role:** Interim coordinator Boingboing Blackpool

**Salary scale:** Up to £40,000 per annum plus employer pension contribution of 5%

**Contract length:** 4 months

**Office base:** Blackpool

**Hours:** The interim post is either part-time or full-time.

### **Purpose of role:**

This role focuses on supporting the establishment of Boingboing Blackpool and caretaking key activities whilst we look for a permanent coordinator. Being the lynch pin to a network of paid Boingboing staff, alongside volunteer practitioners, vulnerable adults, apprentices and other young people and parents will be central. The role also includes coaching and supervision of Boingboing staff members and volunteers. Maintaining a friendly, welcoming office base, helping to set up our online shop and co-production of events and longer term projects will involve working directly with community members, colleagues and partners. Being involved in, or facilitating participatory intervention research projects will also form part of the role. The post holder will also be expected to get involved in writing funding bids and be comfortable working alongside academics. The ability to present and front the work of Boingboing at local, national and international events is key. Negotiating relationships and practices with large, complex organisations such as universities and councils is also part of the role so we need someone who isn't daunted by that.

## **Main Duties:**

- Setting up and maintaining the Boingboing Blackpool office base in collaboration with Blackpool colleagues and the Boingboing Brighton director and staff.
- To contribute to income generation through organizing events, projects and other related activities, and co-writing funding applications.
- To co-ordinate and present at co-produced workshops and presentations in collaboration with Boingboing trainers, including vulnerable adults, young people and other Boingboing partners.
- To promote Boingboing's training courses and projects among statutory and non-statutory organisations and community members.
- To support the Boingboing apprentice and the training manager to co-ordinate the evaluation of Boingboing's training, supervision and other projects.
- To recruit, train and supervise individuals for various Boingboing roles, including volunteering, volunteering support, online shop development, training, coaching and supervision.
- To provide practical support to practitioners in the delivery of Resilient Therapy and the Academic Resilience Approach.
- To co-ordinate events, such as stakeholder engagements, conferences and meetings.
- To take part in, and administrate aspects of, intervention research programmes, with a focus on participatory practice.
- To keep abreast of developments in practical approaches to resilience building, including reading and researching academic perspectives on these approaches.
- To lead on, or contribute to, fundraising applications as required.
- To supervise and coordinate resilience based work delivered by other workers within the Boingboing network and to provide support and advice on delivery to other workers.
- To take a leading role in the sourcing and distribution of Boingboing's online shop products, alongside Boingboing colleagues and volunteers.
- To deliver training to professionals, community members, adults and young people maintaining quality at all times.
- To develop excellent working relationships with other community and voluntary organisations in Blackpool and to pursue collaborative ventures where appropriate.

Ideally the post-holder would relocate to Blackpool if living outside the area. If not, it is a requirement of the post that they must live within an hour's commute of Blackpool. Travel to Brighton and overseas travel as well as evening and weekend work will be part of this role and we expect the post-holder to have a strong presence in the town.

**Boingboing Person Specification  
Coordinator Boingboing Blackpool**

		<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Professional Registration</b>			
1	Qualification in youth work, social work, occupational therapy, nursing, teaching, counselling, psychology practice or similar		✓
2	Registration with a professional body relevant to the role		✓
3	A formal qualification in business administration, marketing or similar		✓
4	A postgraduate qualification relevant to the post		✓
5	Educated to degree level or equivalent in a relevant area		✓
<b>Attributes</b>			
1	Organised and able to support others, from all walks of life, to organize themselves	✓	
2	Resourceful, innovative and creative	✓	
3	Be able to work flexible hours if required and to travel away from home for several overnight periods	✓	
4	A passion, commitment and enthusiasm that pertains to social justice ideas and values	✓	
5	Commitment to meaningful co production practices	✓	
6	Meticulous attention to detail	✓	
<b>Experience</b>			
1	Marketing and/or publicity experience		✓

2	Extensive experience of supervising staff members and volunteers	✓	
3	Experience of academic and community cultures and practices	✓	
4	Experience of liaising with statutory/voluntary organizations	✓	
5	Experience of organizing complex events and meetings with multiple stakeholders	✓	
6	Experience of multi agency partnership working	✓	
7	Business administration experience		✓
8	Experience of writing and verbally presenting clearly for multiple audiences	✓	
<b>Knowledge</b>			
1	Some knowledge of the resilience literature base and a willingness to learn more about it, including reading academic texts	✓	
2	An excellent grasp of the issues facing disadvantaged communities and individuals	✓	
3	An understanding of the complexities and dynamics of voluntary and statutory organisations	✓	
4	A sound working knowledge of political agendas that influence services and local government agendas	✓	
5	A sound knowledge of safeguarding young people and adults and of the UK education system at all levels.	✓	
<b>Skills and Abilities</b>			
1	Excellent verbal and written English language communication skills	✓	
2	Excellent IT skills including power point, word, desktop publishing, excel and ability to produce publicity material	✓	
3	Excellent inter-personal skills with ability to present high calibre, motivational presentations	✓	
4	Excellent planning, organisational, time and project management skills	✓	



5	Ability to think and act creatively, and to identify and carry through practical solutions	✓	
6	Ability to meet deadlines and work under pressure	✓	
7	Ability to work both on own initiative and as part of a team	✓	
8	Ability to inspire and motivate both staff and volunteers	✓	
9	Ability to keep up to date with new research and local developments that support beingbeing's delivery	✓	
10	Ability to represent beingbeing at meetings and forums	✓	
11	Ability to implement beingbeing Equal Opportunities, Confidentiality, Safeguarding, Health & Safety and other policies	✓	
12	Ability to undertake travel away from home overnight and some evening and weekend work as necessary	✓	