

## Programme Delivery and Support Coordinator — South East

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*A community training and coordination role, delivering our programmes across the South East.*

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### Role details

- **Location:** Home based, with regular travel to deliver in person across the South East, mainly Kent, Sussex, London and nearby areas.
- **Salary:** £21,200 to £22,400 a year. This is the part time salary. (The full-time equivalent would be £26,500 to £28,000.)
- **Hours:** Part time, 30 hours a week (4 days). We can talk about which days work for you.
- **Contract:** One-year fixed term, with the potential to extend depending on funding.
- **Reports to:** Head of Delivery

### About us

The Mason Foundation is a national charity that supports neurodivergent young people and communities to thrive. (Neurodivergent means people whose brains work differently, for example autistic people or people with ADHD.) We run three main programmes: Propel, which is employment support for neurodivergent young people aged 14 to 25; Community Mile, locally led physical activity run by trained Champions; and wider community programmes. We work across England and Scotland.

### About the role

You would be the person delivering our programmes on the ground across the South East. You would deliver all three programmes, Propel, Community Mile and our community

programmes, by running training and sessions, building relationships, and championing neuroinclusion, which means helping everyday settings work better for neurodivergent people. You would also meet the wider team in person a few times a year.

## What you would do

- Deliver Propel training in schools, colleges, community youth settings and workplaces.
- Deliver Community Mile training and help local communities set up lasting physical activity opportunities.
- Deliver our community programmes that support communities with less access to opportunities.
- Build and keep good relationships with partners across education, community and employer settings.
- Help organisations and communities put neuroinclusive practice in place.
- Capture engaging social media content that shows the impact of the work.
- Keep track of how delivery is going and report on it.
- Travel regularly across the South East to deliver in person.

## What you need

### Essential

- A genuine commitment to neurodivergent young people and communities, and to neuroinclusion.
- The ability to deliver engaging training and sessions. You do not need previous experience. What matters is that you can engage a room, and we will talk about this at interview.
- The ability to build good working relationships across education, community and employer settings.
- The ability to plan your own time and get things done while working independently.

- The ability to manage your workload within part time hours.
- A driving licence and access to a vehicle. Because the role covers a wide patch across the South East, with some places hard to reach by public transport, this is essential for the role. If this is a barrier for you because of a disability, please talk to us and we will look at what is possible.

### **Nice to have**

- Experience delivering training to different groups of people.
- Experience in SEND (special educational needs and disabilities), employability support, community development, physical activity, or a similar area.
- Confidence using social media to share stories and engage people.

You do not need to tick every box. If you meet the essentials and are keen, please do apply.

### **How we recruit**

We want this process to work for you. Adjustments are available at every stage, both when you apply and at interview, so please just ask.

Our interview has two stages. First, an informal conversation about the role over Teams or by phone, so we can get to know each other a little. Then a panel interview, which you can have in person or online, whichever you prefer.

We are a Disability Confident Employer. If you tell us you have a disability and you meet the essential requirements, we will guarantee you an interview. To ask about adjustments, or to talk anything through, contact Hayley Skipp at [hayley.skipp@masonfoundation.co.uk](mailto:hayley.skipp@masonfoundation.co.uk).

### **Why join us**

- Make a real difference in the lives of neurodivergent young people and communities.
- Flexible, home-based working with a supportive team.
- The chance to shape and grow our programmes in the South East.

- Work for an ambitious, values driven charity where 75 percent of our staff are neurodivergent.

We welcome applications from everyone, and we especially welcome applications from people currently underrepresented at The Mason Foundation, including LGBT+ people, disabled people, and people from ethnic minority backgrounds.