Job Description

Projects Coordinator (Fixed Term)

Reporting to: Programme Engagement Manager

Salary: £30,000 per annum

Location: Hybrid: three days a week in our Camden office, two from home. Visits to partner schools in London and the South East may replace an office day.

Hours: 9am to 5pm

Contract: Fixed term, 12 months, January 2027 to December 2027

ABOUT THE ROLE

This exciting new role works across two Variety programmes, the Variety School Dogs Pilot and the Sunshine Coach Programme, and supports the wider Programmes team.

Variety School Dogs Pilot. Launching in January 2027, this 18-month pilot programme will place five trained school dogs in five SEND schools in London and the South East, building the evidence to scale the programme nationally. You will work with Variety's expert partners to support the sourcing, training and certification of the dogs and their handler / guardians to National School Dog Alliance standards. You will coordinate the pilot day to day.

Sunshine Coach Programme. Variety has funded almost 6,000 Sunshine Coaches over 75 years, and the programme is growing. You will support the programme across its operations from first enquiry to delivery, including the Sunshine Coach Re-Design Project launching in January 2027.

ABOUT VARIETY

In the UK there are more than 1.3 million disabled children and nearly 4 million children living in poverty. Variety exists to improve their lives, and has supported over one million children in 75 years.

KEY RESPONSIBILITIES

Variety School Dogs Pilot

- Manage school applications against the selection criteria and carer guardian profile, and organise selection meetings with our delivery partner.
- Support partners to source and match dogs, coordinating homing checks, pre-assessments, grants and live training logistics.
- Be the first point of contact for schools, carer guardians and partners, and coordinate termly monitoring.
- Maintain the project plan and risk log, and write short progress reports for your line manager, the Chief Executive and funders.
- Track spend against the budget and flag discrepancies for review; check partner invoices and work with Finance to process payments.

Sunshine Coach Programme

- Help manage the general enquiries inbox and answer questions about the programme.
- Keep in touch with long-standing applicants who have not yet been awarded a coach.
- Keep Salesforce coach records up to date at each stage of delivery.
- Support the Sunshine Coach Re-Design Project and other new projects.
- Help the Programme Engagement Manager with Sunshine Coach presentations.

Wider Programmes team

- Support the Individual Grants and Wheelchair Programmes and the Impact Officer, answer general enquiries and cover for colleagues when needed.
- Keep Salesforce and shared records accurate, and handle data in line with UK GDPR.
- Any other reasonable duties requested by the Programmes team.

SKILLS, KNOWLEDGE AND PERSONAL QUALITIES

Essential

- Some experience of coordinating projects or events involving several people or partners.
- Well organised, with accurate record-keeping and clear written communication.
- Confident building relationships with schools, applicants, partners and colleagues.
- Comfortable around dogs, with a commitment to their welfare.
- Understands safeguarding and confidentiality when working with schools and children.
- Willing to travel to schools in London and the South East, and occasionally to work outside normal hours, such as the August 2027 live training intensive.

- Approachable, reliable and practical, working well independently and in a team.

Desirable

- Experience in charity, education (particularly SEND) or health and social care, including volunteering.
- Knowledge of dog behaviour and welfare, or of animal-assisted interventions.
- Experience of Salesforce or another CRM.
- Lived experience, personal or familial, of disability, and an understanding of the social model of disability.

MAIN BENEFITS, TERMS AND CONDITIONS

25 days holiday (we also normally give between Christmas and New Year off, but this is not contractual). In addition, after one year's continuous service, there will be an extra 2 days annual holiday for every complete year of service, up to a maximum of five days' extra holiday. Pension 7%, Life Assurance 4% of annual salary, Company sick pay scheme, medical cover.

EQUALITY, DIVERSITY AND INCLUSION

Inclusion is one of our key values and it is our ambition to recruit great people from diverse communities. We welcome and encourage applications from suitably qualified candidates regardless of age, disability, sex, gender reassignment/identity, sexual orientation, pregnancy/maternity and or marriage/civil partnership status, race, religion or belief. Please let us know if you have any access requirements which we might need to consider in relation to the selection process.