



because children should be heard

## Centre Coordinator Information for applicants

### About The Purple Elephant Project

The Purple Elephant Project is a registered charity based in Greater London, providing therapeutic interventions for children and young people in need; helping to alleviate mental health distress by working through challenging and traumatic early life events.

Using various forms of Play and Art Therapy (a form of child psychotherapy), the team of highly specialist therapists help children express themselves in response to mental-health related behaviours and symptoms, such as aggression, regression, school-refusal, acting-out, anxiety, disordered eating, etc. Interventions are provided via outreach in schools, and at the fully equipped therapeutic centre in Twickenham.

The Purple Elephant Project fills a vital gap in local provision, offering a collective level of professional therapeutic experience and qualifications. All our therapists are BAPT (British Association of Play Therapists) or BAAT (British Association of Art Therapists) registered, and also hold expertise in specialist areas such as adoption support and social care. The charity supports the community by striving to ensuring that all children, no matter their circumstances, can access the support they need, when they need it, thus bringing communities together and addressing problems at the earliest opportunity.

The Purple Elephant Project is a small but fast-growing organisation, which throughout its first years, has weathered the pandemic, and has demonstrated robustness in adapting and growing despite these challenges. To date, we have delivered over 4000 therapy sessions to children in need.

Further information on our Charity can be found by visiting [www.thepurpleelephantproject.org](http://www.thepurpleelephantproject.org)

### Charity registration

The Purple Elephant Project is registered with the Charity Commission as a Charitable Incorporated Organisation (CIO), under the registered charity number 1186434



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Tel: 07736 906819  
[info@thepurpleelephantproject.org](mailto:info@thepurpleelephantproject.org)

Charity No: 1186434



because children should be heard

## Safeguarding

The Purple Elephant Project is committed to safeguarding and promoting the welfare of children and young people and expects all staff, trustees and volunteers to share this commitment. Successful applicants will be required to apply for/have an Enhanced DBS check in line with the Government safer recruitment guidelines, provide references and complete safeguarding training, and will need to demonstrate a willingness to observe safeguarding procedures at all times.

## Diversity and Inclusion

The Purple Elephant Project is committed to equal opportunities and anti-discrimination practices. We believe that everyone has the right to be treated with consideration and respect. The Purple Elephant Project is committed to achieving a truly inclusive environment for all, by developing better working relationships that release the full potential, creativity and productivity of each individual. We aim to ensure that all staff, volunteers, donors, partners, contractors, and the general public are treated fairly. This will be regardless of sex, sexual orientation, gender, marital or civil partnership status, ethnicity, disability, medical status, age, religion or belief, political opinion, social or economic status, or ex-offender status.



This role is part-funded by The National Lottery Community Award



CHARITY COMMISSION  
FOR ENGLAND AND WALES



because children should be heard

## Job specification

<b>Job Title:</b>	Centre Coordinator
<b>Accountable to:</b>	CEO
<b>Purpose of role:</b>	To facilitate and oversee the day to day running of our centre, ensuring all operations run smoothly. Supporting staff, therapists and volunteers, welcoming and supporting families, and providing administrative support and assistance to our CEO
<b>Hours of work:</b>	Monday – Thursdays, 8am – 2pm (24 hours a week/ term time only) Occasional additional hours as needed, for instance to attend trustee meetings
<b>Location:</b>	At our Centre in Twickenham (TW2 7DE)
<b>Type of Contract:</b>	Permanent, Part time, term time only
<b>Salary:</b>	£25,000 full time equivalent (based on 37.5 hours per week) Pro rata salary circa £13,100 a year (inclusive of paid holiday)
<b>Holiday Entitlement:</b>	Pro rata the full-time equivalent allowance of 5.6 weeks per annum, inclusive of bank holidays
<b>Pension:</b>	Auto Enrolment Workplace Pension Scheme



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

Charity No: 1186434

## Job description - duties to include:

### 1 Centre operations

- Ensure the Centre is accessible when needed, opening and closing the building, ensuring it is always secure, managing keys and alarm systems
- Ensure the Centre and its facilities are cleaned, prepared and organized for the day ahead
- Carry out routine health and safety and security checks, act as the first point of contact for fire and first aid responsibilities
- Ensure any Centre maintenance is carried out, working closely with the School caretakers
- Provide a warm welcome for families coming to the Centre, offering a listening ear when required
- Show visitors around the Centre as and when required
- Handle and deal with day-to-day enquiries and correspondence, either by telephone, post or email or pass on to other relevant staff members as appropriate
- Maintain the Centre calendar system ensuring it is kept up to date
- Take in deliveries and pass on to relevant staff member as necessary
- Ensure there is an adequate stock of office supplies, stationery, materials, equipment and resources and place orders as needed
- Any other duties required to enable to smooth running of our centre

### 2 General Administration

- Maintain records on a variety of information systems, both electronic and paper based
- Work closely with the CEO and COO, providing administrative support as required
- Provide administrative support for recruitment processes, including updating personnel records and the Single Central Record
- General office tasks including photocopying and filing





because children should be heard

- Attend trustee meetings, prepare agendas, take and produce minutes, distribute and file relevant paperwork
- Support the CEO with the recruitment and management of volunteers
- Ensure risks are managed robustly, and policies and key organizational and procedural documents are up to date, recorded and filed correctly
- Assist in cover arrangements during other staff absences

### **3 Financial Administration**

- Maintain the office petty cash, and record as required
- Maintain office budgets and monitor spend
- Pay in cash and cheques into the bank promptly as required

### **4 Publicity**

- Act as an ambassador for our charity, work to support our ethos, mission and values
- Develop and manage a database of service users and 'friends of The Purple Elephant Project'
- Design and implement newsletter updates

### **5 Fundraising**

- Support the Fundraiser with general administration
- Purchase gifts/prizes for events as needed
- Liaise with volunteers to oversee the distribution and collection of charity collection tins



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES



because children should be heard

## Centre Coordinator Person Specification

### Knowledge and experience required:

- An understanding of children, young people and mental health (desirable)
- Working knowledge of Microsoft Office (Word, Excel, Outlook) (essential)
- Competent and confident in the use of IT systems (essential)
- Knowledge and previous experience of designing and working within office Procedures (essential)
- Previous experience in an office administration role (essential)
- Experience of working with volunteers (desirable)
- Experience of recording and monitoring expenditure (desirable)

### Skills Required:

- Excellent administration skills and attention to detail
- Ability to plan, prioritise and organise own workload (essential)
- Ability to multi-task whilst remaining focused, to manage a busy and very varied workload (essential)
- Be self-motivated and able to work on own initiative (essential)
- Excellent communication skills, both written and verbal (essential)
- Excellent interpersonal and listening skills, confident when speaking to people (essential)
- Ability to work independently and as part of a team (essential)
- Ability to demonstrate sensitivity, understanding and empathy to the families who use our services (essential)
- Ability to maintain high levels of confidentiality (essential)
- Ability to spot better ways of doing things and to offer positive and effective solutions (desirable)
- Good data entry skills (both in terms of speed and accuracy) (essential)



CHARITY COMMISSION  
FOR ENGLAND AND WALES



because children should be heard

### Other requirements:

- Willingness to work additional hours/ evenings/ out of term time if required (essential)
- Willingness to take holiday outside of term time (essential)
- Willingness to undertake additional training to develop skills if required (essential)
- Satisfactory DBS check (essential)
- Permission to work in the UK (essential)
- Awareness of safeguarding (essential)
- Awareness of relevant health and safety legislation (desirable)
- Willingness to be flexible and to travel locally when needed for instance, to visit prospective donors, to visit the bank (essential)
- Car owner/possess driver's licence (desirable)

