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## 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 5000 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

Tel: 0208 744 1733  
[info@thepurpleelephantproject.org](mailto:info@thepurpleelephantproject.org)



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity No: 1186434



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## **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 antidiscrimination 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.

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## 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>	Either 8am – 1.30pm or 1pm – 6.30pm to be agreed, (but to include at least x 2 afternoon shifts) (22 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>	12 month fixed term (with possibility to become permanent), Part time, term time only
<b>Salary:</b>	£24,000 full time equivalent (based on 37.5 hours per week) Pro rata salary circa £14,513 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



## 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
- To act as onsite emergency first aider and fire marshal.
- 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 and any other reasonable requests by the management.

### 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
- General office tasks including photocopying and filing
- Attend trustee meetings, prepare agendas, take and produce minutes, distribute and file relevant paperwork
- Assist in cover arrangements during other staff absences



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### **3 Financial Administration**

- Pay in cash and cheques into the bank promptly if required

### **4 Publicity**

- Act as an ambassador for our charity, work to support our ethos, mission and values
- To help update and distribute newsletter as required.

### **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



## Centre Coordinator Person Specification

Essential	Desirable
<b>Knowledge and experience required:</b>	
Working knowledge of Microsoft Office (Word, Excel, Outlook)	An understanding of children, young people and mental health
Competent and confident in the use of IT systems	Experience of working with volunteers
Knowledge and previous experience of working within office Procedures	Ability to spot better ways of doing things and to offer positive and effective solutions
Previous experience in an office administration role	
<b>Skills Required:</b>	
Excellent administration skills and attention to detail	
Ability to plan, prioritise and organise own workload	
Ability to multi-task whilst remaining focused, to manage a busy and very varied workload	
Be self-motivated and able to work on own initiative	
Excellent communication skills, both written and verbal	
Excellent interpersonal and listening skills, confident when speaking to people	
Ability to work independently and as part of a team	
Ability to demonstrate sensitivity, understanding and empathy to the families who use our services	
Ability to maintain high levels of confidentiality	
Good data entry skills (both in terms of speed and accuracy)	



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<b>Other requirements:</b>	
Willingness to work additional hours/ evenings/ out of term time if required	Awareness of relevant health and safety legislation
Willingness to take holiday outside of term time	Car owner/possess driver's licence
Willingness to undertake additional training to develop skills if required	Awareness of safeguarding
Satisfactory DBS check	
Permission to work in the UK	
Willingness to be flexible and to travel locally when needed for instance, to visit the bank or purchase items on behalf of the charity	

