

**Employer: The Kayaks**

**Vacancy: Participation and Engagement Officer**

**Hours: 15 hours per week**

**Salary: £11.44 per hour (national living wage)**

**Working pattern: TBC. The role will include working 12pm-4pm each Saturday, and some evening work**

**Number of vacancies: 1**

**Job summary**

The Kayaks Charity supports children, young people, and adults with **\*\*Special Educational Needs and Disabilities (SEND)\*\*** and their families. We are committed to creating inclusive opportunities, fostering engagement, and ensuring that young people feel empowered, valued, and supported in their development.

We are seeking a passionate and dynamic **\*\*Participation and Engagement Officer\*\*** to strengthen our connections with the SEND community, promote events and encourage involvement in our initiatives. This role is central to ensuring The Kayaks Charity reaches and inspires its members while maintaining strong relationships with stakeholders.

Below are examples of the types of activities you will be doing:

- Encouraging participation in charity activities, and making members feel valued and included.
- Use social media and other platforms to promote activities and increase attendance.
- Use social media to promote the activities and celebrate the work of the charity.
- Attend external events to promote the charity and create new relationships.
- Oversee volunteers and work as a team.
- Take minutes at meetings and events.
- Maintain records, such as participant attendance registers.

For this role, you must apply for an enhanced DBS. We will cover the cost for this and provide support for the application process.

<p><b>Essential skills, experience and qualifications</b></p>	<p><b>What do we expect to see from you?</b></p> <p>This is a starting role, so we don't need qualifications or experience... that's what we're here for. But there are a few key behaviours and skills we want to see from our candidates; and these are ones that if you possess and can demonstrate; you will make this work placement a real success!</p> <ul style="list-style-type: none"> <li>• A commitment to own learning and development and ready to complete the training on offer.</li> <li>• Strong communication.</li> <li>• Good at building relationships and talking with people.</li> <li>• Experience with social media and using it to promote and engage.</li> <li>• Ability to work well as part of a small team.</li> <li>• Ability to demonstrate customer care and to be polite and courteous.</li> <li>• Good communication skills.</li> <li>• Good attention to detail, and okay using computers for admin tasks.</li> </ul>
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