



Job Title:	Projects and Communications Coordinator
Accountable to:	Chief Executive
Salary:	
Location:	London, home/office based in Farringdon. Occasional travel across the UK
Hours:	Full time, permanent

About Action for Stammering Children

Action for Stammering Children's (ASC) vision is a society where children and young people who stammer have the same opportunities and quality of life as their peers.

The Charity's mission is to ensure that every child and young person across the United Kingdom who stammers has access to effective services and support to help them meet the challenges created by their stammer.

The Charity commissions the delivery of specialist services that transform the lives of children and young people who stammer. We do this by working with the Michael Palin Centre for Stammering Children in London and by running residential courses in the North of England.

We are the charity which created and continues to support the Michael Palin Centre for Stammering Children in London. This internationally-recognised Centre runs the UK's largest specialist service exclusively dedicated to the assessment and treatment of children who stammer from across the UK. We also support projects aimed at boosting the confidence of young people who stammer and, through our inspirational Youth Panel, we make sure young people who stammer have a voice in the direction of our Charity.

Stammering is a severe communication disability which impairs social, emotional and educational development. Estimates suggest that 8% of children will stammer at some point and approximately 1% continue to stammer into adulthood. Stammering is more common in boys than in girls. It is characterised by repetitions, prolongations and blocking of sounds, and can be accompanied by feelings of isolation, frustration and embarrassment.

Stammering crosses all races, cultures, religions and social groups. It can conceal intellectual ability, affect educational choices and achievement, result in impaired communication skills and it frequently becomes a focus for teasing and bullying. In severe cases, it may significantly affect a young person's ability to achieve their potential and to make a full contribution to society as an adult.

At the core of the Michael Palin Centre's work is the specialist assessment service for any child or young person in the UK, aged 2-18, who stammers. Both parents attend with their child where possible, so that the stammering problem can be fully assessed in the context of each individual family. Families are seen by two specialist therapists who spend a morning or afternoon with the child and their parents during which they can identify and fully understand the factors underlying the child's stammer. The assessment has been developed and refined over the last 30 years, and more recently has evolved to be able to offer the service online, ensuring that we could continue delivering our service through these difficult times. It is the cornerstone of each child's subsequent therapy and greatly increases the likelihood of a successful outcome.

As well as supporting specialist assessments and therapy, the Charity also funds training of speech and language therapists and a programme of research. The training increases the understanding, skills and confidence of speech and language therapists to be able to work with children who stammer. The research programme aims to provide evidence of the efficacy of the therapy as well as to develop understanding of the nature of stammering. We are currently working alongside other stammering colleagues to find the most important research questions that people want answered, through a priority setting partnership.

Our Youth Panel is made up of young people who stammer and who are keen to support the charity. They meet regularly as a group to work together on awareness raising projects and annually with the board to help shape our strategy. They have recently launched an online campaign which highlight common misconceptions to do with stammering. They also regularly act as media spokespeople for the charity.

We have a group of 50 'Stambassadors' – adults, in successful careers, who stammer. These people have all filmed videos talking about their careers and their tips for success. They help to show young people who stammer that anything is possible and that their stammers need not hold them back. In 2019 we ran a careers evening with our 'Stambassadors' and earlier this year we ran a successful mentoring programme for 11 young people who stammer and are at the beginning of their careers.

Job Description

The role

You will provide support to the Chief Executive and ensure the smooth day-to-day operation of ASC's communications, events and administrative operations.

You will play a key role in the running of the Youth Panel, Stambassadors programme and the on-going success of the charity.

The successful applicant will be expected to hit the ground running with experience in communications, administration and project development. You will be a self-starter, with a capacity to innovate and will be keen to work with young people in the charity sector.

Main duties and responsibilities

Communications

To support the Chief Executive on communications including full running of social media:

- Deliver creative and impactful communications campaigns across all social media channels, for newsletter campaigns, event promotion campaigns, donor recruitment drives etc.
- Organise, plan and keep on top of the communications calendar, while supporting the CEO with the delivery of the full communications plan and stakeholder strategy.
- Balancing planned communications with reactive messaging by being the main point of contact for media enquiries.
- Drafting and sending press releases, articles and letters to sector publications, and creating engaging blog/news posts for the website.
- Monitoring media coverage and identifying media opportunities for the Charity, using this information to build on success.
- Identifying, developing and maintaining relationships with key media and internal and external stakeholders.
- Continually ensuring website content is up to date and accurate, in line with latest sector policy and Charity news.

Projects

To support the Chief Executive and Grants Manager by managing projects run by the Charity.

- Lead on young people's engagement with the stammering community by engaging with young people through a range of channels, including networking and events, and through wider communication channels.
- Responsible for the logistics and coordination of all Youth Panel meetings.
- Ensure strong delivery and performance management by commissioned partners, to deliver agreed projects and initiatives.
- Main point of contact and liaison for all Stambassadors. This includes maintaining strong relationships with current and new Stambassadors.
- Recording, editing and posting all Stambassador videos and related content.
- Coordinating and promoting events to support the Charity's projects.

Other

- Managing and updating databases
- Keeping a constant eye on info@stammeringchildren.org inbox.
- Providing administrative support to the Chief Executive
- Taking minutes at meetings

Person Specification

Essential

- Excellent communication and interpersonal skills, where you are able to engage at all levels and articulate health and medical concepts clearly and concisely.
- Highly organised with good attention to detail
- Communications experience including web content management and social media experience to ensure a clear format to engage relevant stakeholders. f
- Office administration skills to maintain, update and create databases depending on the project.
- High level IT skills proficient in Excel, Office and databases
- Flexible, prepared to turn your hand to anything and use initiative to problem solve.
- Ability to build and maintain positive working relationships and work as part of a small team.
- Educated to degree level or equivalent.

Desirable

- Experience of working with children and young people and helping them to carry out their passions.
- Experience of writing for a range of audiences to fundraise and bring in new audience.
- Experience of partnership working to develop comms plans both internally and externally.
- Able to use InDesign, Canva or other design tools to create and edit various promotional and marketing material including the annual review.
- Able to edit videos using FinalCut Pro and upload to relevant websites.