

Activity Coordinator Role Description

ABOUT OUR TEAM

Spectrum Gaming is run by a group of dedicated volunteers and a strong team of trustees who help to ensure we get things right for our community members. While Spectrum Gaming is managed and facilitated by volunteers (with the exception of our creative director who has a full time paid role), we believe that young people's voices are the most important in deciding how services should be delivered and how they should be supported. Therefore, what we do, how we run, and our transformation is driven by members of our community. 35 autistic young people are part of our voluntary staff team, and they fulfil a variety of roles including Server Managers, Event Planning Managers, Server Improvement Team Members and Moderators.

Working with young people has led to the creation of the 3 core values of Spectrum Gaming:

- **Child Centred** – The members of our community should be the people who decide what we do and how it develops.
- **Emulous** – We embrace (and encourage) criticism. We will always be open minded and willing to learn and improve.
- **Quality over quantity** – We will prioritise people who are in our community first, and make sure any changes we make do not compromise the experience of current members of our community.

Our community receives overwhelmingly positive feedback, which is why we continue to improve on what we do and develop. Here is some feedback we have had so far:

<https://padlet.com/info13231/SpectrumGaming>

At the moment, there are:

- Over 200 young people in our under 13 community
- Over 250 young people aged 13-17 in our teenager community
- 300 young people on our Minecraft server
- Over 1600 members of our Facebook group for parents and professionals

And these numbers are continuing to increase due to high demand.

In addition to our online community, we run a variety of face to face meetups across Greater Manchester. Meetups so far have included a monthly forest school,

trainspotting, gaming clubs, hikes and more! Activities are chosen by our community based on their interests.

We also recently received funding for our own community centre, so we are in the process of having our own space to run activities. Members of our community are incredibly excited to have a place they can call home!

Thank you for your interest in Spectrum Gaming

ABOUT THE ROLE

Position	Activity Coordinator
Location	Working from home and our centre in Bury, Greater Manchester
Salary	£12,000 per annum
Hours of work	20 hours per week, flexible working pattern available
Annual leave	112 hours paid leave (equivalent to 14 days)
Contract length	Minimum of 24 months, with extension if we are successful in obtaining more funding for this post
Responsible to	General Manager
Employer	Spectrum Gaming

PURPOSE OF THE POST

The Activity Coordinator is a brand-new role within Spectrum Gaming's team. As we have grown it has become clear that our community would benefit from a role dedicated to arranging our activities across Greater Manchester and beyond.

This role involves planning and arranging meetups, organising staff and young person attendance and making sure we are offering regular, consistent support and social opportunities for members of our community.

Spectrum Gaming is committed to being an inclusive and welcoming employer. We embrace diversity and want everyone to be able to bring their whole selves to work and

succeed. We actively encourage applications from disabled and neurodivergent applicants.

KEY RESPONSIBILITIES

Activity Coordination

- Facilitating the set up of new interest groups
- Enabling the recruitment and induction of activity leaders, alongside the Volunteer Coordinator and Creative Director
- Supporting and advising the activity leaders when appropriate
- Ensuring the good communication between activity leaders, community members, volunteers, parents and the Spectrum Gaming as a whole.
- Arranging and facilitating partnerships with other organisations, including enabling opportunities for Spectrum Gaming to run activities alongside them
- Supporting the set up of new activities e.g. compiling lists of interested members, identifying venues, funding that is required, and making sure the necessary risk assessments are in place, arranging start-up meetings etc.
- Inviting members' suggestions for new interest groups, discussing options with them and planning them together.
- To be the first point of contact for any queries/problems that might arise in the running of a meetup.
- To contribute to the assessment of, and recording evidence of the impact of our meetups.
- Ensuring meetups are inclusive, including following the 'Inclusive Activity Toolkit' guidance set up by our community members Liaising with parents/ carers about additional requirements and support we need to provide to ensure the meetups work for them and their children.
- Arrange the annual Spectrum Gaming London meetup
- Taking the lead in arranging day trips based on young people feedback
- Estimating costs so we can apply for funding/ fundraise for requested activities
- Managing the community activities budget.
- Ensuring risk assessments and emergency plans are in place and reviewed for all events and activities
- Ensure that safeguarding incidents and accidents/ incidents are reported appropriately and that legal requirements such as first aid training and activity insurance are in place.
- Maintain full and accurate records of daily activities using appropriate documentation.
- Completing other tasks as and when required as instructed by the Creative Director or Trustees, in line with SG's aims and objectives

Community Centre Management

We are in the process of acquiring a community centre in Bury Town Centre. While we would like to offer a variety of activities outdoors and in different venues, we would like our community centre to be a focal point. This means that, working with the Creative Director and General Manager, this role also includes:

- Supporting local people to imagine, commission and deliver a vibrant timetable of activities in the community centre
- Ensuring that the space is specifically meeting the needs of local children and families, older people, people who speak English as a second language, and anyone else who faces discrimination or structural barriers.
- Looking after the appearance and safety of the centre.
- Ensuring the centre operates at maximum capacity in terms of number of activities & services offered and days open.

As we are a new charity we expect some aspects of the role to change and develop over time.

We expect all staff to ensure that our charitable purposes are followed and that we deliver the charitable benefit set out in our vision.

PERSON SPECIFICATION

First and foremost we are looking for a person who is open to learning and challenging themselves while supporting young people in the Spectrum Gaming way. Our views and approach in supporting autistic young people are different to the norm, where autism is seen through the medical model and as something negative. Therefore, the ideal candidate will be highly motivated, passionate and enthusiastic about supporting SG's activities.

Essential:

- Excellent organisational and administrative skills, with the ability to manage and prioritise different tasks
- Able to work on own initiative and as part of a team
- Excellent communication, interpersonal and organisational skills
- Proactive and independent working attitude
- Experience in leading groups; planning and managing activities.
- Have good administrative skills.
- Have a proven reliability, excellent time keeping and attendance record
- Be able to work under pressure
- A willingness to undertake training where necessary

- Excellent self-reflection skills.
- Experience of writing risk assessments for activities
- Able to develop strong relationships with partners
- Demonstrates a flexible approach to work

Desirable

- Experience in supporting autistic young people (personal or professional experience), or lived experience of autism. Full training will be given to the successful candidate.
- Having a strong connection to autism and an understanding of the challenges autistic young people face
- Ability to identify new opportunities and partnerships.
- Ability to maintain a positive, professional attitude working with a range of people.
- A proactive, problem-solving approach to tasks and issues.
- Awareness and understanding of neurodiversity in particular autism.
- Relevant and up to date knowledge of safeguarding principles.

All Spectrum Gaming staff members are expected to demonstrate:

- Full commitment to empowering and supporting autistic young people and amplifying their voices.
- Ability to work as part of a team.
- Open commitment to the principles of equal opportunities, diversity and respect.
- Ability to plan and prioritise work and fulfil administrative duties.
- Reliability.
- Ability to identify and implement innovative solutions to problems.

If you have any specific questions regarding this role, please contact info@spectrumgaming.net