



Sickle Cell Society Family Retreat Coordinator

Job Description and Person Specification

Job Purpose

We are looking to recruit an energetic, proactive and relentlessly organised person to coordinate, manage and deliver the Sickle Cell Family Retreat. The Sickle Cell Retreat is an educational and exciting holistic experience for around 30 families who have at least one child aged between 6 and 15 years old who has sickle cell, a painful genetic blood condition.

The 2025 Family retreat will be from Friday 29th August to Sunday 31st August at Whitemoor Lakes near Lichfield. You must be available on these dates and be willing to stay overnight. Basic single ensuite accommodation, travel, and all food, is included.

The retreat takes around 200 hours to plan (including post-retreat wrap up and evaluation). Delivery, which is in addition to these hours, happens over three days.

Post: Family Retreat Coordinator

Base: Hybrid, homeworking with occasional attendance at London office

Reports to: Chief Executive

Responsible for: No direct reports. Manages Volunteers

Working Hours: Part-time, approximately 200 hours

Contract: We would consider setting up this role on a contractual basis with payment given on a fixed hourly rate or on a fixed pro-rata salary based on 200 hours.

Pay, based on a contractual arrangement for 200 hours of work : £4,500

About the Sickle Cell Society:

The Sickle Cell Society (SCS) is the only national charity in the UK that supports and represents people affected by a sickle cell disorder. We provide information, advice and support to enable and empower individuals and families to improve their overall quality of life. Approximately 17,500 people in the UK have a sickle cell disorder. These inherited conditions predominantly affect people of Black African and Black Caribbean heritage; and to a lesser extent people of Mediterranean, Middle Eastern, South Asian and Central/South American heritage. We assist and enable people living with SCD to realise their full potential whilst successfully managing the challenges they face in living with this potentially life-limiting condition.

We are a small, friendly and close-knit team of 14 skilled and highly committed staff (9 part-time/5 full-time) and approximately 30 active volunteers.

Job Description:

You will be responsible for planning and delivering the Sickle Cell Family Retreat 2025. This includes (but is not limited to):

- Managing the application process for families, including recruitment, assessing applications and communicating outcomes, while managing expectations.
- Liaising with hospitals and sickle cell centres to make sure the families who most need the experience of the retreat are able to make an application.
- Being the first point of contact regarding the retreat.
- Writing a Mailchimp newsletter to promote the retreat
- Providing information and support filling in funding applications to the Fundraiser.
- Producing and managing a project budget, making sure the project does not go over budget and tracking items which have been paid for
- Liaising with the venue, ensuring that everything has been done to make the stay for our specific group comfortable.
- Timetabling for the retreat, including producing separate timetables for different age groups.
- Booking outside practitioners to lead sessions during the retreat and ensuring deposits have been paid
- Managing travel bursaries for families and volunteers, including processing reimbursement forms.
- Purchasing and hiring equipment and materials as required, and arranging delivery and return of any materials needed for the retreat that are currently stored in the London offices.
- Design and purchasing of branded T-shirts
- Assigning and managing rooming
- Managing the waiting list for the event, including replacing families, sometimes at the last minute.
- Recruit, brief and manage four members of temporary freelance staff, to help you to deliver the weekend.
- Recruit, brief and manage a team of around 13 volunteers, some of whom have sickle cell, to help you to deliver the weekend, including ensuring that they are trained in Safeguarding and DBS checked.
- Designing and assembling badges to be worn during the weekend, as well as door signs, registers and other similar materials.
- Managing a Parent WhatsApp group and a Volunteer WhatsApp group
- Production of digital information booklets about the retreat for parents and volunteers.
- Managing the retreat on the ground, ensuring that activities happen and run to time, leading where needed.
- Risk assessment for the weekend
- Troubleshooting any incidents that happen over the weekend.
- Leading on safeguarding over the weekend.
- Managing and categorising photos and videos produced over the weekend, ensuring suitability for the communications team
- Evaluating the weekend and reporting to the board of trustees on the outcomes
- Any other tasks to make the Family Retreat run smoothly

At the retreat this role will involve early mornings and late nights. All other tasks can be done flexibly throughout the week during the year from home.

Person Specification:

Essential

- Three years previous experience organising and delivering events
- Experience working with children and families
- Strong organisational skills, especially around logistics
- Lots of energy and enthusiasm for helping young people with health challenges
- Ability to communicate with a wide variety of people effectively
- Happy to lead meetings and give instructions to large groups of people, including adults
- Calm under pressure
- Experience in managing volunteers and small teams of freelance staff
- Be able to take initiative, problem solve, plan proactively and think on your feet
- Able to use spreadsheets, emails and google drive effectively

Desirable

- A childcare and/or event management qualification
- Knowledge about Sickle Cell Disorder
- Safeguarding training up to Level 2
- First Aid training
- Using Canva or other design software
- Experience running a residential event

To Apply :

Complete an application form and equal opportunities monitoring form.

Send to application@sicklecellsociety.org , with 'Family Retreat Coordinator' as the subject line, by the closing date of **Monday 16th December at 6pm**

Interviews will take place on 6th January 2025 by Microsoft Teams.