



JOB SPECIFICATION

Placement Officer

About the Role

The primary role of the Placement Officer is to source, appoint and on-board a number of Ukrainian adults to volunteer to help with the integration and experience of newly arrived Ukrainian children that are attending Kings Camps.

We have partnered with Mail Force, the charity of The Daily Mail, a UK newspaper that's raised funds to enable children from Ukraine attend Kings Camps, and provide volunteers to help with the integration of the children.

Working from our Sheffield offices, with some options for home-working, Placement Officers will work alongside our permanent team that are currently allocating Kings Camps places to around 1,000 children from Ukraine.

Placement Officers are required to:

1. Connect by telephone, email and sms with the parents newly arrived Ukrainian families
2. Interview prospective volunteers
3. Confirm volunteer placements
4. On-board volunteers
5. Be the point person for communications with volunteers
6. Assist with other tasks relating to our response to the Ukraine crisis

Conditions of Work

- Fixed-term contract, likely to be 3 months July to September, meaning that a contract of employment will be issued
- Salary rate of £18,000 per annum, DOE
- Based at our S10 Sheffield Office, with some options for home working
- Office hours: 37.5 hours Mon-Fri within 8am-6pm
- Report to Head of Partnerships

Personal Specification

- High level of written and verbal communication in English and Ukraine
- Experience of interviewing and assessing candidates
- Experience of contracting and onboarding
- Excellent team working skills
- Working knowledge of safeguarding
- Supportive of our mission and values

About Us

Established in 1991, Kings Active Foundation is a UK registered charity with a vision of a world where children love being active, and a mission to get children active, having fun and learning together.

We're experts in using active games, sport and fun to connect with children via our activity programmes and we equip, enable and inspire others to deliver activity programmes.

We are a small team doing big things. We have a passion for our work and a desire to get more children active and improving their physical and mental wellbeing.

We're committed to safeguarding and promoting the welfare of children and young people. Safer recruitment is central to the way we work and all staff and volunteers are expected to share our commitment to safeguarding, always creating an environment where young people feel safe and can thrive.