



Roots of Empathy
Racines de l'empathie

Roots of Empathy National UK Programme Co-ordinator Job Description

Roots of Empathy is an internationally acclaimed, award winning, children's charity, founded in 1996 by Mary Gordon. There are two elements to Roots of Empathy, our empathy-based children's programmes which have reached over 1 million children and our empathy movement. Roots of Empathy and our Founder have been cited in more than 1,200 scholarly articles/books in more than 60 countries around the world and we regularly contribute to the global discussion of empathy.

The Roots of Empathy Programme is an evidence-based classroom programme delivered in primary schools shown to reduce aggression, including bullying, and to increase prosocial behaviours. The programme's success has been proven by over 2 decades of independent research. The organisation also delivers a sister programme to Roots of Empathy, called Seeds of Empathy, which is delivered to young children in early years' settings.

Roots of Empathy International is headquartered in Toronto, Canada. In 2016 Roots of Empathy UK was established as a charity. Roots of Empathy reaches children in Scotland, England, Northern Ireland and Wales. The mission of Roots of Empathy is to "build more caring, peaceful and civil societies by raising levels of empathy in children and adults". As a learning organisation celebrated for innovation, Roots of Empathy responded to the pandemic by creating a new curriculum for virtual programmes. Our organisation is well positioned to grow its programmes and the empathy movement globally.

Programme Co-ordinator Position

About the position:

We are seeking a reliable, organised and engaging National Co-ordinator for Roots of Empathy UK. As the National Co-ordinator you will be responsible for the administration and coordination of all aspects of the programme management, including providing support to the UK Manager. We are looking for self-starters who are both proactive and dynamic, and who crucially will excel in a varied role where no two days are the same. Strong and defined skills in administration are essential while also ensuring that the office environment thrives and is maintained to a high standard. You will act as the focal point of liaison for all initial enquires and be a touch point for our school and volunteer contacts correspondence in relation to Roots of Empathy UK. The post holder will coordinate room set up

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requests for training, together with scheduling the training diary with UK Manager and Trainers. Duties will include overseeing office supplies, contracts and equipment.

In order to be considered, you will be a professional with substantial administration and project management experience. With a passion to create a more caring peaceful and civil society. You will have exceptional customer service skills with the confidence to deal with a wide variety of people, you will be able to prioritise competing deadlines and comprehend complex situations quickly, along with great IT and organisational skills.

This is an exceptional opportunity to join a growing charity in the UK with an international track record and reputation at an exhilarating time. If you would relish the chance to support an organisation's growth and success, we urge you to apply!

Duties include:

Providing administrative assistance to the UK Manager to maintain an effective and efficient office management

- Maintaining regular communication with school Senior Leaders, teachers, Instructors, volunteer families, local organisations and relevant agencies using a variety of methods (phone, email, in person, etc.)
- Promoting Roots of Empathy in the UK, including hosting meetings, giving presentations, etc.
- Supporting the establishment and maintaining of partnerships with child and family welfare organisations/agencies
- Providing administrative support for a successful start-up, delivery, and year-end wrap-up of the Roots of Empathy programmes, including careful collection of photos, artwork, stories and feedback with applicable release forms
- Monitoring of programmes during their implementation to ensure the programme's fidelity
- Identifying, managing the New Instructor application process and co-ordinating their placement
- Identifying and reaching out to volunteer families to engage with and support the programme

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- Planning and coordinating Roots of Empathy trainings and professional development opportunities for Roots of Empathy Instructors under the direction of the UK Manager
- Coordinating VIP and/or media visits to Roots of Empathy classrooms and an annual Baby Celebration
- Keep stock of office supplies and place orders when necessary
- Manage agendas/travel arrangements/appointments etc.
- Manage phone calls and enquiries correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures
- Create and update records and databases with instructor, School and other contacts data

Qualifications

- Demonstrable experience as an efficient administrator
- Good communication skills ability to work with and communicate effectively with a broad range of people
- An excellent organiser; competent at prioritising workload and able to work with minimum supervision
- Familiarity with office management procedures and basic accounting principles and excellent knowledge of MS Office
- Demonstrated capacity to work collaboratively as part of a team to achieve the vision of the organisation through building relationships
- Must have a strong understanding and belief in the mission, goals and values of the Roots of Empathy organisation
- Desirable a Bachelor's degree in a relevant discipline
- Self-motivated and trustworthy
- Ability to travel

Salary: £24,000 pa based on full time

Hours of work:

Ideally full-time, 35 hours per week, although part time / flexible hours may be considered. The role may require occasional evening and weekend work

Place of Work: Hybrid work arrangement including remote from home/online and at the office Oxford House Derbyshire Street, Bethnal Green, London E2 6HG as agreed with the UK Manager on a week-by-week basis



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Annual Leave: 28 days' annual leave (pro-rata) inclusive of UK bank holidays

Application deadline: Tuesday 19th April 2022 We will be reviewing applications as they come in and appoint if the right candidate is found

Interviews: Tuesday 26th April 2022

Applications: To apply, please send a C.V. and cover letter with National Programme Coordinator in the title showing how you meet the Job Description and Person Specification to kcohen@rootsofempathy.org . Your personal statement should be no longer than two sides of A4.