



Sessional Education Coordinator (Ref: SEC/2018)

Programme	Education Programme
Position	Sessional Education Coordinator (Self Employed)
Salary Scale	£20.00 per hour plus travel expenses of 35p per mile
Reports to	Linda James MBE, Founder/Chief Executive Officer (CEO)
Location	South Wales (3), Bristol (2), Midlands (2)

About The Role

BulliesOut would like to recruit Sessional Workers to deliver our work to children and young people on an 'as and when' basis. Sessional workers are self-employed and deliver our anti-bullying workshops and training programmes in schools, youth and community settings.

BulliesOut is an award winning, professional anti-bullying charity and as such, we require dynamic, experienced coordinators who will be excellent role models to young people, professional in their delivery and interactions with our clients and able to work creatively and 'think on their feet'. Due to the nature of this work, we are unable to accept applications from those who have little or no experience of working with children and young people.

Sessional staff will deliver sessions directly to children and young people, either alone or alongside BulliesOut staff depending on the size of the group. Curriculum lesson plans and resources are provided and BulliesOut will send booking confirmations with full details of the work ahead of time.

Although most of our sessions are delivered during the school day, we do sometimes work evenings and occasional weekends, therefore we're seeking applications from individuals who are available predominantly between 8.30am - 4pm but who can be flexible

Sessional staff are considered to be part of the wider BulliesOut team and therefore must commit to BulliesOut's ethos and mission of being youth-centred, respectful, and committed to empowering young people.

Sessional staff are self-employed and are responsible for paying their own tax and insurance to HMRC.

To comply with BulliesOut's Safeguarding and Child Protection Policy, all successful applicants will be subject to an enhanced DBS check (provided by BulliesOut).

BulliesOut is an Equal Opportunities Employer.



Our Interactive Workshops cover a range of anti-bullying areas, such as friendship, conflict, feelings, attitudes, stereotypes and cyber-bullying.

Raising aspirations, encouraging empathy, respect and responsibility are crucial and this is why our Peer2Peer (secondary schools) and Playground Pals (primary schools) training programmes are a valuable resource. They focus on awareness, prevention, building empathy and positive peer relationships, all of which are crucial in creating a nurturing environment in which young people and staff can thrive.

This is our most hands on role and you will be working face to face with children and young people in schools and youth settings delivering our range of interactive workshops and training programmes.

BulliesOut's approach is to work with beneficiaries for as long as they want us. By developing long-term relationships with schools and youth settings, we can build a relationship of trust and place the emphasis on the quality and intensity of support we provide, rather than in chasing quantitative targets. Our work includes a real focus on exploring the needs, aspirations, abilities and fundamentally, choice, to ensure that the work we deliver is complementing the anti-bullying campaign of each individual beneficiary. The personal relationship between BulliesOut and those we support is a huge factor in the success of our programmes.

Although our office is based in Cardiff, our work is delivered across the UK. Currently, the majority is delivered in South Wales but we are regularly required to travel to other areas of the UK to deliver our workshops and training programmes.

About Us

BulliesOut is an Award winning Anti Bullying Charity, based in Cardiff, that works across the UK to provide help, support and information to individuals, schools, the workplace, youth and community settings. Our work directly addresses bullying, one of the core reasons affecting the emotional, social and academic well-being of young people.

At BulliesOut, we believe that young people have the power to make a positive difference. We integrate practical, interactive activities into our workshops and training programmes as we find them to be a powerful component that helps foster a safe, caring and respectful learning environment. These activities often provide pupils with empathy, insights into their behaviour and problem-solving strategies, as well as building a positive teamwork and community ethos.

Since we were established in May 2006, we have had many successes. Through our programmes we work with over 5,000 young people each year. We have set up Peer Mentoring Schemes in over 200 schools, introducing this valuable resource indirectly to approximately 200,000 young people. Our interactive and engaging workshops have been delivered to over 40,000 young people and we have mentored nearly 3000 individuals. In 2014, we introduced the opportunity to achieve a Youth Achievement Award into some of our work and have since recognised over 500 young people with this achievement.

Project Duties and Responsibilities

- To facilitate BulliesOut’s youth projects on an ‘as and when’ basis, working with young people typically during the school day or delivering after school provision
- To deliver interactive and engaging PHSE and wellbeing workshops in primary and secondary schools, colleges, youth centres and community settings (or other similar locations) encouraging youth participation, awareness and understanding of bullying.
- To deliver interactive and engaging Peer Mentor training programmes in both secondary and primary schools and colleges, encouraging full participation, understanding and engagement.
- To ensure all evaluation reports are completed and accurately uphold other related data collection documents.
- To model professional, responsible behaviour at all times and to uphold the overall mission and vision of BulliesOut.
- Other duties as mutually agreed, including representing BulliesOut at conferences and community events, delivering training sessions to educators and parents, liaising with schools or organisations regarding the training or workshop and maintaining accurate records.

Essential Skills and Experience	Desirable Skills and Experience
Experience of working with children and young people in school or community-based settings	A qualification in youth work, teaching, counselling or related area of expertise
Excellent verbal and communication skills	Ability to speak Welsh (Wales area only)
Experience in teaching, programme facilitation, or project delivery	Proficiency with using technology, including online platforms, digital cameras, social media tools
Ability to work alone and as part of a team	
Ability to communicate with and relate to young people and be a good role model	
Excellent organisational and time management skills	
Ability to work under own initiative	
Clean driver’s licence and regular use of reliable transport	