



## **Sessional Coordinator**

**Pay:** £3,330 pa (£15.00/hr x6 hours x37 weeks)

**Hours:** 6 hours (0.75 days) per week, working hours variable to meet project needs

**Opportunity Type:** Part-time freelance, fixed term for 2 years

**Location:** Exeter

**Reports to:** Board of Directors

**Project(s) Assigned To:** REAL Life in the UK

**Purpose of Job:** To lead, manage and coordinate the REAL Life in the UK project which involves the planning and delivery of 10-12 training workshops in Year 1 and repeated in Year 2

### **MAIN DUTIES & RESPONSIBILITIES:**

1. Devise a programme of training workshops, liaising with training providers, based around the themes listed below:
  - a. Confidence building and speaking up
  - b. Knowledge of rights, especially as a private tenant
  - c. Recognising and avoiding scam
  - d. Role and importance of Trade Unions
  - e. Role and importance of statutory public services i.e. police, fire service, NHS, education
  - f. Challenging negative behaviours and attitudes i.e. inappropriate banter, bias, prejudice, discrimination
2. Engage with target beneficiary groups, outlining the benefits of the training programme and encourage them to participate highlighting expenses re: travel, childcare etc. are available.
3. Collaborate with wider Inclusive Exeter personnel to arrange dates, time and venues for the training workshops.
4. Collaborate with wider Inclusive Exeter personnel to publicise the project, including preparation and distribution of promotional materials, as well as updating social media accounts with project news and updates.
5. Prepare progress reports with project information as required; at set intervals i.e. at 3 months, 6 months, 12 months, 18 months and 24 months.
6. Any other duties, responsibilities or tasks relevant to the role.

#### **Inclusive Exeter CIC**

Registered Office: Exwick Community Centre, Kinnerton Way, Exeter, Devon, EX4 2PR  
Telephone: 01392 493197 • Email: [admin@inclusiveexeter.org.uk](mailto:admin@inclusiveexeter.org.uk) • [www.inclusiveexeter.org](http://www.inclusiveexeter.org)

Community Interest Company (CIC) Limited by Guarantee • Company/CIC No: 12129855



## **PERSON SPECIFICATION:**

### Essential:

- Good general standard of education
- Good understanding of local ethnically diverse and migrant communities and including challenges and barriers they face
- Understanding of equality and diversity
- Ability to engage with BAME, grassroots and diverse communities
- Basic understanding of GDPR
- Good general IT skills
- Good verbal and written communication skills
- Good report writing skills
- Good organisational skills
- Able to work both alone and as part of a team
- Able to work effectively under pressure
- Flexible approach to working hours
- Have good attention to detail
- Safeguarding knowledge and an enhanced DBS check

### Desirable:

- Willingness to learn project management and planning
- Training in equality and diversity
- Fluent in other languages
- Knowledge and experience of managing social media accounts

*Job Description/Person Specification Last Updated: 26/03/2026, 11:46*