



Fixing the big issues for disabled people in Buckinghamshire
Charity No 1102511

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Registered Address (no callers): BuDS, c/o B P Collins LLP, Collins House,
32-38 Station Road, Gerrards Cross, Buckinghamshire, SL9 8EL



Job Description

Fair4All Card Officer

Hours:	37 hours per week
Rate:	£13 per hour (some flexibility for exceptional candidates)
Duration:	2-year contract (to 31 March 2025)
Location:	Remote/home working using MS Office 365 and Teams.
Reporting to:	Janneke Elford & Freya Clark
Role Purpose:	To take the lead in significantly growing the Fair4All Card scheme in accordance with funder requirements.

Background

The Fair4All Card is an innovative national scheme to help disabled people get the access and support to which they are entitled in the community. The Card has proven itself in a pilot and funding has now been secured from The National Lottery for a major expansion of the Card scheme over the next 4 years. Working within BuDS' supportive and flexible working community of staff and volunteers, The Fair4All Officer will take the lead in delivering the planned expansion of the Card scheme. This is a high-profile charity job which will involve both media coverage and extensive networking with businesses and organisations, offering great career networking opportunities.

Specific Responsibilities:

Working closely with the lead trustee/project coordinator (Freya Clark) and BuDS project manager (Janneke Elford), and as part of the wider BuDS team:

Stage 1 – First 90 days

- Take the **lead project management responsibility** for the delivery of the expanded F4A Card scheme, including managing budget and expenditure
- **Recruit** the volunteer team for the F4A Card project, working with the BuDS HR & Volunteering team
- Deliver **training** for project volunteers
- Liaise with the Website & Comms team about the **F4A Card website** to ensure it meets expectations and effectively supports the delivery of the project
- Liaise with the Website & Comms team about the **F4A Card database and online integration** to ensure it meets expectations and effectively supports the delivery of the project
- Set up the **F4A Card production office**, including supervising volunteers.

Stage 2 – Remainder of Contract

- Take lead responsibility for recruiting, enrolling and working with **Partner+ organisations** and manage the rolling process of Card applications. Take the lead on producing the necessary marketing and publicity material for this.
- Take lead responsibility for public-focused Fair4All Card **product marketing and publicity** so as to generate the required number of public applications and support fundraising and grants
- Lead, manage and motivate the volunteer team for the F4A Card project so that **applications** are promptly and effectively processed and good **Card-holder relations** are maintained. Cover vacancies and add capacity for applications as needed.
- Ensure cards are produced and posted in good time, including remotely supervising staff and volunteers at the card production office
- Ensure **management reports and statistics** are collected and distributed as needed
- Support **grant applications and fundraising** for the F4A Card
- Manage the budget for the project and create a monthly report for the trustee board to review

Person Specification

- Ideally two years direct project management or project delivery experience, and/or a PM qualification or studying for one
- Experience of delivering projects to meet demanding objectives and deadlines
- Team leadership and motivation experience
- Ability to juggle a busy workload with diverse responsibilities
- Working knowledge of using MS Office 365 and Teams software.
- Excellent planning and organising skills.
- Good communication skills and ability to build relationships and persuade and influence others
- Ability to work cooperatively and effectively with a wide variety of people including disabled people with impairments of all types
- Ability to maintain confidentiality and keep private information to themselves.
- Understanding and appreciation of the Social Model of disability – see <https://buds.org.uk/the-social-model-of-disability/>

BuDS is an equal opportunity organisation and disabled people are particularly encouraged to apply for this role.

BuDS is committed to safeguarding all those with whom it works. This post will involve unsupervised work with potentially vulnerable adults and children, and/or their records, and so this post will be subject to a Criminal Records (DBS) check on appointment and references will be taken up.