

**Job Title: Outreach & Engagement Coordinator - (based in Merseyside)
Working with the Kidz to Adultz Team at Disabled Living.**

2-year contract with the possibility for extension.

Part-time - three days, 21 hours per week. Working hour 8.30am to 4pm with some flexibility as required.

Salary £26K Pro rata

Place of work: Hybrid work model - integrating remote and in-office work, along with community engagement in the Merseyside area.

Disabled Living is a registered charity offering impartial advice and information for disabled individuals, older people, healthcare professionals, parents, families and carers across the UK.

As part of our work, we organise the very prestigious Kidz to Adultz events. These events are large exhibitions of equipment, products and services with a full programme of CPD and educational seminars. These events are totally dedicated to children and young adults with disabilities and additional needs, their parents' carers and the professionals who support them. We currently organise 5 events held in various locations across the UK: Coventry, Farnborough, Glasgow, Newport Wales and Kidz to Adultz North, previously held in Manchester and is relocating to ACC Liverpool in 2025.

Job Summary

We are seeking a dynamic and enthusiastic person based in the Merseyside area to join our team. The successful candidate will play a key role in building awareness and promoting our Kidz to Adultz North event, which will relocate to ACC Liverpool in December 2025. This role involves outreach work, engaging with the community, families, carers, professionals, and individuals to increase attendance and awareness of the event, as well as promoting the wider services of Disabled Living to those who can benefit from our support.

The role will involve a combination of remote working and community-based activities within Merseyside and the surrounding area. The successful candidate will be required to attend the office based at Burrows House, 10 Priestley Road, Worsley Manchester M28 2LY initially for 2 weeks training, then 2 days per month for meetings reporting and updates - flexibility required.

Main duties:

- Increase attendance and awareness of the Kidz to Adultz North event whilst also building awareness of all Kidz to Adultz events, and Disabled Living services.
- Engage with families, carers, schools and educational services, healthcare professionals, community organisations and individuals to build awareness of the Kidz to Adultz events.
- Organise and participate in meetings, community events and other gatherings.
- Facilitate informational sessions to educate the community about the events.
- Develop and maintain relationships with key stakeholders and partners within the community.
- Identify the needs of the community through surveys, focus groups, and feedback to help inform the strategy for the events programme.
- Liaise with the Kidz to Adultz and Marketing teams to help inform and update the Kidz to Adultz social media platforms, website, and emails.

- Liaising with the Kidz to Adultz Team to track and analyse the effectiveness of promotional campaigns and outreach efforts.
- Attend the Kidz to Adultz events as required, this will necessitate occasional overnight stays.
- Assist on all aspects of the events as required.
- Produce regular reports on outreach and promotional activities.

Administrative Duties:

- Maintain accurate records of outreach activities and community contacts.
- Assist in the planning and execution of the Kidz to Adultz events.
- Support the development of promotional and customised materials and resources.

Essential Requirements:

- Experience working with non-profit organisations, within the disability sector.
- Proven experience in engagement and outreach work, or a related field.
- Passion for supporting children and young adults with disabilities.
- Excellent communication and interpersonal skills.
- Strong organisational and multitasking abilities.
- Ability to work independently and as part of a team.
- Computer literate and knowledge of Microsoft Office programmes
- Knowledge of the local geographical area, local community and it's resources.
- Valid driver's license and access to reliable transportation (required for outreach activities).

Preferred:

- Experience of Microsoft CRM.

The person

- A team player who can work on their own initiative and can manage and prioritise workload.
- Reliable and trustworthy.
- Has excellent writing and communication skills.
- Experience of producing written content to a professional standard, accurate with attention to detail.
- Have a can-do attitude and enthusiastic to take on new projects.

This position would suit an individual who has experience navigating the educational and healthcare systems, and who has actively participated with the community, organisations, individuals and groups.

Please apply for the position by submitting your CV and a covering letter to:

Carmel Hourigan, Senior Manager, Kidz to Adultz Events, Disabled Living.

Email: carmel.hourigan@disabledliving.co.uk

Interview date: To be advised. www.kidzexhibitions.co.uk