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| **Job title:** | Sparkle Co-ordinator |
| **Location:** | Noah’s Ark Charity, Noah’s Ark Children’s Hospital for Wales, Cardiff |
| **Contract:** | Fixed Term: September 2025 – March 2027 |
| **Reporting to:** | Programme Manager |
| **Job type:** | Part-time, 22.5 hours per week with some flexible working |
| **Salary:** | £23,159 FTE |

**Introduction**

The Noah’s Ark Children’s Hospital Charity supports the Noah’s Ark Children’s Hospital for Wales in providing world class care, helping to ensure the best outcome and experience possible for children and their families.

Our aim as a charity is to create brighter todays and better tomorrows for the children of Wales. Having raised more than £22 million to build and equip the hospital, today we continue to work hand in hand with the NHS, providing funding for the most up to date equipment and facilities. We also fund support services for families like the play specialist team, who help children be children, despite the difficulties they are facing.

For more information on the charity’s work visit [www.noahsarkcharity.org](http://www.noahsarkcharity.org)

**Scope of the role**

Our mission as a charity is to create brighter todays and better tomorrow for the children and families of Noah’s Ark. The Sparkle Fund plays a vital role in the first part of that mission, creating brighter days for inpatient families by delivering our ‘over and above’ service on the wards. Due to the popularity and success of this project and following a very successful The Big Give campaign in December 2024, we are looking to expand the team.

We are looking for a compassionate, creative individual with experience of working with children and families to join a small but highly motivated team. You will have the opportunity to see the impact that your role and that of the wider charity makes to the children and families we support.

There are many ways in which you will be providing joy, fun and moments of sparkle to the patients and families in the hospital. The role is very varied, and no two days are the same! In any given week you could be organising hospital wide activities for Easter, celebrating a birthday with a long-term patient, arranging for a massage therapist to provide a break for parents, and distributing essentials packs for a family arriving to hospital in an emergency.

**Main duties and responsibilities**

**Project specific**

* Co-ordination and distribution of emergency packs and supplies
* Planning and co-ordinating activities delivered by other parties e.g. therapy dog visits, princess visits, storytellers, hair cuts for long stay patients
* Organising both wider and individual celebrations e.g. Christmas, Easter, Eid, birthdays, leaving parties
* Building relationships with patients, families and organisations, generating future donors, supporters and ambassadors for the charity
* Making referrals to other agencies such as Make-A-Wish where relevant
* Coordinating bespoke activities for long-term patients alongside other teams involved in their care
* Work with our communications and engagement team and hospital staff to promote and deliver our Sparkle Fund programme.
* Collect tracking, monitoring and evaluation data that demonstrate the Sparkle Fund’s engagement and impact
* Liaise with the communications team on possible patient stories when agreed appropriate
* Work with the wider emotional and wellbeing support team to provide a coordinated approach to patients and families
* Ensure all relevant safeguarding and infection control procedures are followed and where applicable, ensure that all indemnity insurances are in place when working with third party providers
* Demonstrate flexibility in working patterns to meet the projects needs, including some evening and weekend work

**Organisational and team**

* Develop and maintain an excellent understanding of the charity’s work and how it links in with the hospital’s directorate, frontline staff and families to achieve its goal
* Commit to regular communication and supervisions with your line manager, as well as clinical supervision
* Engage in continuous professional development to ensure that you are up-to-date with current trends and practices in your field of work
* To work within, and actively promote, the policies and procedures of the charity, adhering to confidentiality policies and safeguarding procedures
* Ensure that records and databases are maintained to a good standard
* Commit to a good working relationship with the Noah’s Ark Charity team and colleagues within the children’s hospital setting
* From time to time the post holder may be required to perform other duties commensurate with their role and abilities as reasonably required, to facilitate the smooth running of the charity

**Personal specification**

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| **Criteria** | **Essential** | **Desirable** | **How/when tested** |
| **Qualifications** | * Educated to GCSE level with a grade C or above in English and Maths
* Qualification in either healthcare, and/or youth work, and/or childcare
 | * A current group B safeguarding certificate, or DSP safeguarding certificate
 | Application and pre-employment checks |
| **Experiences** | * Experience in childcare, youth and community settings
* Extensive experience of working with children and families
* Experience of delivering extra-curricular activities to children
* Administrative experience including keeping notes and writing reports
 | * Experience of working in a health care setting
* Experience of working with people in trauma
* Experience of working with patients receiving palliative care
* Experience of working / volunteering for a charity
 | Application and interview |
| **Skills** | * Excellent verbal and written communication skills
* Excellent organisation skills with the ability to manage a busy and demanding workload
* Ability to foster positive working relationships
* Ability to think and work creatively and innovatively
* Ability to work well as part of a team
 | * Ability to manage small budgets within pre-agreed parameters, and report back on these when required
* An awareness of the UNCRC, and the principles of youth empowerment
* Good IT skills, including Microsoft 365
 | Application and interview |
| **Personal attributes** | * Positive, warm, and caring, with a highly attuned ability to demonstrate empathy for children and their families
* A willingness to model and promote the organisation’s values and behaviours
* A flexible working attitude, with a willingness to work out of hours occasionally
* Complete confidentiality and discretion in handling highly sensitive data
* A commitment to safeguarding principles
 |  | Application and interview |
| **Other** | * Willingness to keep abreast of hospital policies and procedures, and adhere to these faultlessly in the course of your work
 | * Ability to speak Welsh
 | Application and interview |

**How to apply**

Please submit a completed application form to jobs@noahsarkcharity.org

The deadline for submissions is 25th of June at noon.

Interviews will be held the week of the 7th or 14th of July in person at a location in Cardiff.

If you have not had any communication by the 18th of July please take this to mean that your application has not been successful on this occasion.

If you’d like to have an informal conversation about the role, please e-mail Anna Williams, Programme Manager, on anna@noahsarkcharity.org to arrange a time.