**Job Title: Freelance Engagement and Project Coordinator**

**Contract Type:** Part-time, Fixed Term Contract (Approximately 55 days spread December – April)
**Location:** Remote (occasional travel for in-person gatherings such as interviews and focus groups will be required)
**Salary:** £350 Day Rate

**About the Role**

We are seeking a skilled **Freelance Engagement and Project Coordinator** to play a pivotal role in the grant-funded **My Vote My Voice** campaign, aimed at ending inaccessible voting for underrepresented communities. This non-partisan initiative, led by United Response, Dimensions, and Mencap, has already garnered support from over 190 disability organizations and 23 parliamentarians who have signed our Charter to make accessible voting a reality. This campaign is funded by the **Social Democracy Fund (Joseph Rowntree Reform Trust)** and commissioned by the **Electoral Commission**.

**Key Responsibilities:**

* Manage and prioritize project elements to ensure on-time, high-quality delivery within budget.
* Engage with stakeholders with lived experience to design and deliver effective public participation and engagement activities.
* Facilitate participatory workshops and voter registration events tailored to a wide range of accessibility needs.
* Work towards specific KPIs, project milestones, and targets.
* Promote co-production in all aspects of the campaign.

**Essential Criteria**

To be successful in this role, you will need:

* A passion for widening access to democratic education.
* Strong project management skills, with the ability to juggle a diverse workload effectively.
* Experience in public participation, particularly in engaging and working with stakeholders with lived experience.
* Expertise in facilitation, designing, and delivering inclusive workshops and events.
* Proven experience in achieving KPIs, milestones, and targets.
* A track record of successful co-production initiatives.

**Who We Are**

**United Response** is a leading national charity dedicated to providing care and support for individuals in their own homes. We champion the rights of the people we support, enabling them to live, work, socialize, and participate in their communities free from discrimination and unnecessary barriers. Our values—**creativity, strength, honesty, responsiveness, and unity**—guide everything we do.

**Equal Opportunity Employer**

At **United Response**, we are proud to be an equal opportunity employer. As a **Disability Confident Leader**, we guarantee an interview for all disabled applicants meeting the minimum criteria for the vacancy. We are also a committed **Mindful Employer**, ensuring that applicants with disabilities are fully supported throughout the recruitment process.

**How to Apply**

To apply, please email your **CV** and a **covering letter** to **gill.fay@unitedresponse.org.uk**.

**Additional Information:**

* This position is subject to a **DBS Check**, the cost of which will be met by United Response.
* We reserve the right to close this vacancy early if sufficient applications