



Supporting children and young people with speech, language and communication challenges through education, training and research using innovative technology

Speci@Kidz aims to promote the education of children and young people with a variety of disabilities and/or difficulties for the purpose of enabling them to learn, appreciate and enjoy the skills of communication through the use of technology. It wants to create and establish this spirit of innovation by incorporating technological developments into different aspects of accessibility and inclusive practice. It also seeks to advance all of this by providing facilities, equipment and research with the view to building and maintaining the social networks of children and young people including their parents, teachers, carers and others.

**Job Description EXECUTIVE DIRECTOR** -This document summarises the purpose of the job and its key tasks. It may be varied from time to time at the discretion of the Board of Directors in consultation with the post holder.

<b>Job Title:</b>	Executive Director (initially voluntary, later Consultancy)
<b>Accountable to:</b>	Board of Directors
<b>Supported by:</b>	Ken Carter ( Chair of Specialkidz)
<b>Hours of work:</b>	7 or 14 hours per week (to be agreed)
<b>Based at:</b>	At home and at the Specialkidz office at the University of Reading
<b>Salary:</b>	Voluntary in first instance

**Principal Aims:**

- To develop a business plan for Specialkidz that will serve as a focus for fund raising activities;
- To raise sufficient funds to allow the establishment of the infrastructure of the organisation and enable Specialkidz initial projects to get off the ground;
- To raise the awareness of Specialkidz as a company limited by guarantee /non profit making locally,regionally,nationally and internationally

**Duties:**

- To work with the Board of Directors and its advisers in developing and maintaining Specialkidz business and financial plans and strategies;
- Prepare and submit fund raising proposals and applications to statutory and corporate bodies, foundation trusts and individuals;
- Promote, market and enhance the brand of Specialkidz , in line with its aims and objectives, using both traditional print materials and “new media”, delivering seminars, lectures and speaking at public events;
- To promote and develop the Specialkidz website ([www.specialkidz.org](http://www.specialkidz.org)) and link it to other websites;
- To support the initiation of projects which are of direct benefit to Special Children with disabilities as well as to the ICT industry/trainers/teachers/parents/researchers etc.;
- To work with the Board of Directors in appointing other Directors /Advisers representing Special Needs & Disabilities so as to develop a network of supporters and benefactors;
- To foster income generating partnerships with other charitable bodies, government agencies, sponsors, commercial partners and the ICT industry;
- To promote and develop Specialkidz /AVERIL (Academy for Virtual Education Research& Inclusive Learning )Centre/Centre for Autism at the University of Reading;

We are looking for a person who has a proven track record in senior management in either business, public service or charity work and who wishes to use their skills in advancing the work of a charity/educational enterprise concerned with enabling special children of all ages to aspire and achieve in life. If you are interested in being considered for this new and exciting post or wish to discuss it further, please get in touch with:

Ken Carter (Chair of Specialkidz)  
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Directors: Kenneth Charles Carter (Chair) ; Dr Fiona Knott ; James de Albuquerque ; Karen Goulding

Advisers: Michelle SurrIDGE; Helen Lansdown; Julie Larran; Kirsty Adams; Dr Vesna Stojanovik; Dr Tom Loucas.

Registered & Operational Address: Specialkidz, G15, Building LO11, Institute of Education, University of Reading, London Road, Reading, Berkshire, UK. RG1 5AQ ;

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