### 

|  |  |
| --- | --- |
| TITLE OF POST: | Uniting Communities Project Coordinator |
| SALARY: | £28,900 pro rata based on 35 hours per week. |
| HOURS: | 18 hrs per week |
| CONTRACT: | The Project is funded until September 2029 |
| RESPONSIBLE TO: | The Chief Executive Officer |
| ACCOUNTABLE TO: | The HALE Trustee Board |

1. **JOB PURPOSE**

To coordinate and lead on the Uniting Communities Project. A joint project working in partnership with CAFÉ WEST and Community Works to recruit and train peer mentors and volunteers to support people within the geographical area of the partnership. The project will introduce and bring people together with similar needs who lack confidence and who are likely to come from different racial and ethnic socioeconomic and academic backgrounds.

1. **PRIMARY DUTIES & AREAS OF RESPONSIBILITY**

* To develop and manage the Uniting Communities Project in conjunction with our partners at CAFÉ WEST and COMMUNITY WORKS
* To manage, support and supervise the Connect Workers.
* To recruit, manage, support and supervise volunteers and peer mentors.
* Deliver training for volunteers (including adult protection, admin. Systems, reporting and health and safety / risk assessments etc.)
* To meet the targets and milestones as set out in the funding agreement.
* To publicise the project and coordinate referrals.
* Ensure adherence to all HALE’s policies, procedures, guidelines and monitoring requirements, and those of partner organisations.
* To build ongoing evaluation and quality assurance into the project.
* To provide regular reports to the steering group, management and funders.
* Keep accurate and detailed records of all referrals, interventions and outcomes as required by HALE’s, partners, the steering group and funders.
* Receive and action referrals.
* Promote and publicise the project by networking, presentations, and publications. By working closely with all other voluntary and statutory organisations.
* Facilitate a ‘beneficiary participation group’ to link into the quarterly steering group involving anyone who wishes to be involved in the ongoing design and delivery model of this project.
* Be a voice and influence at strategic level regarding the needs of our ageing population through the Bradford District Befriending Network and the new Positive Ageing Partnership.
* Take decisions relating to day-to-day work schedule.
* Work on own initiative referring complex problems / issues and those with policy / resource implications to the CEO of HALE

1. **PERSONAL DEVELOPMENT**

* Actively participate in supervision with the HALE Chief Officer
* Actively participate in Steering Group and HALE team meetings.
* Attend training and ongoing personal development opportunities.

1. **SPECIAL WORKING CONDITIONS**

* Travel around the Project Geographical area
* Occasional transporting of resources for events.
* Occasional working of unsocial hours evenings and weekends.

1. **REHABILITATION OF OFFENDERS ACT 1994**

Because of the nature of the work, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1994 (Exceptions) Order 1995. Applicants for posts are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act and in the event of employment any failure to disclose such convictions could result in disciplinary action or dismissal by HALE. Any information given will be completely confidential and will be considered only in relation to an applicant of a position to which the order applies.

1. **JOB DESCRIPTION AGREEMENT**

Jobholder’s Signature:………………………………… Date:………………………

Project Manager’s Signature:……………………… Date:………………………

**Uniting Communities Project Coordinator Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
| ATTRIBUTE | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** | **HOW IDENTIFIED** |
| **Qualifications** | * Post Graduate Diploma in Social Care /Health Promotion/Community Development or similar plus 12 months experience in a field relating to the post working at both strategic and operational levels.   Or   * Educated to degree level/relevant professional qualification plus 18 months experience in a field relating to the post working at both strategic and operational levels.   Or   * At least 3 years’ experience in a community development/health development setting working and both strategic and operational levels. | * A training qualification / course on training and experience of running training courses * Qualification in Project Management. * Specialist training in Community Development principles and practice. * First Aid | Application Form |
| **Specialist Knowledge/ Experience** | * Experience of Project management * Evidence of delivering effective interventions relating to health inequalities particular for those who are older and isolated. * Experience of working with and an understanding of relevant NHS, Local Authority and voluntary sector structures, targets, initiatives and organisational cultures * Minimum of 1years full time or equivalent part time experience of managing staff / volunteers and undertaking staff / volunteer development and supervision. * Experience of working with community groups * Working on own initiative and as part of a team * Practical experience of evaluating and monitoring own work * Ability to facilitate groups and give presentations * Ability to set up and facilitate / deliver training for the befrienders | * Direct experience of working with older / vulnerable adults * Understanding of Dementia, and other Long Term issues that affect older and isolated people. * Working with ‘hard to reach’ groups * Understand of Equal Rights issues. * Knowledge of local area * Knowledge of Adult Safeguarding Procedures * Able to contribute to the development of policies and strategies relating to the work of the Befriending Network | Application Form Interview / Presentation |
| **Circumstances / Personal** | * Able to withstand pressures and prioritise competing demand * An ability to assess risk in different community settings |  | Application Form Interview |
| **Practical & Intellectual Skills** | * Communication, presentation and influencing skills * Ability to communicate on a range of levels sensitively and in a way that will bring about change – be it to GP’s or local people. * Ability to plan, deliver and evaluate health promotion activity both for workers and community groups/individuals. * Report writing * Problem solving skills * Computer literate including word processing * Ability to work on own initiative | * Ability to think strategically and turn ideas into action. * Research skills * Ability to work and network across a range of settings and agencies / organisations and at a range of levels | Application Form Interview |
| **Disposition, Attitude, Judgement** | * Willingness to actively participate in team meetings, development opportunities and learning networks * Have excellent communication skills – both oral and written * Have a ‘can do’ approach to work * Demonstrate empathy and understanding for others * Be flexible and enthusiastic * Ability to meet deadlines * Demonstrate commitment to equality and respect for diversity * Demonstrate empathy and understanding for others * Adherence to all aspects of the Data Protection Act 1998 and HALE confidentiality policies * Self-motivated |  | Application Form  Interview |
| **Other** | * Ability to travel around the area in accordance with work requirements * Ability to drive and access to own transport * Flexible approach to working hours (including occasional evenings and weekends) * Must be eligible to work in the UK |  | Application Form Interview |