



Job Description: Project Co-ordinator for People First in Monmouthshire

Job Purpose: The project co-ordinator will be responsible for managing the day to day operation of several services/projects delivered by People First for people with learning disabilities and/or autistic spectrum conditions (ASC). To be successful in this role you will have to demonstrate capacity to coordinate a broad range of services. You will have excellent organisational skills and the ability to manage a demanding and diverse workload. You will have the ability to contribute to the planning and development of People First's existing and future services. Furthermore, you will have excellent interpersonal communication skills and the ability to work and build partnerships with a range of agencies.

Reporting to: Building Bridges Project Manager

Hours: 18.75 hours a week, including occasional evenings.

Salary: £12,500 pro-rata (£25,000 full time equivalent)

Holiday Entitlement: 22 days' annual leave plus bank holidays, pro-rated to reflect fixed term contract.

Duration of post: Fixed term contract until 31st March 2023. Extension dependant on reoccurring funding

Job Summary:

The Project Coordinator will be responsible for overseeing and monitoring the day to day activities of People First including: self-advocacy groups, advocacy and person-centred planning service. You will be providing support and supervision to staff & volunteers working in the above services and will play a key role in promoting the organisation and communicating with external agencies.

Duties & Responsibilities:

- To facilitate the People First meetings and social events across the county.
- To facilitate members to attend meetings and training events.
- To maintain and update social media platforms (Facebook, Instagram & Twitter) for use of marketing and engagement purposes.
- Advertise and market Monmouthshire People First
- Engaging new members to People First services
- Recruitment and induction of new staff and volunteers
- Providing support, supervision and to listen to members and work with them to reach their goals.
- Service monitoring and evaluation, ensuring services are meeting their expected targets and outcomes set by the People First members.
- Produce reports to support the monitoring and evaluation of People First services, this will include use of our database system to record, monitor and report on engagement and outcomes.
- Networking with other organisations and statutory bodies to identify opportunities to expand service provision
- Contributing to the planning and development of new services, including business planning and funding applications, fundraising for future projects.
- Attend regular supervision and relevant training.
- Identifying your own training and development needs and take action to meet these needs.
- Maintaining up to date knowledge of regulations and statutory responsibilities in relation to disabled children/young adults.
- Ensuring that principles of equality, diversity and accessibility are incorporated into all project activities.

- Maintaining safe working practices for self and others, in accordance with Bridges Community Centre's Health and Safety policy.
- Undertaking any other duties that may reasonably be requested by the Building Bridges Project Manager.

Skills

- Excellent group facilitation skills
- The ability to develop good relationships with service users, staff & volunteer team, trustees, managers, parents/carers & professionals
- Excellent team leading skills and an aptitude for fostering positive working relationships
- Excellent skills in communicating clearly and professionally, including: formal reports, presentations, marketing materials, accessible documents, meeting agendas & minutes
- Excellent IT skills, including MS Office, database packages and social media platforms
- Good time and task management skills
- The capacity to work under pressure
- A high level of enthusiasm and self-motivation
- Dependability, including the ability to manage the expectations of those you are working with
- Good problem-solving skills, with the ability to identify other solutions to achieve an objective
- Ability to identify and pursue improvements in processes you are working to

Experience/Knowledge

- Experience of working with people who have a learning difficulties/disabilities.
- The ability to communicate with people in a way that meets their individual needs
- Demonstrable knowledge of learning disability, ASC & mental health
- Good knowledge of common mental health difficulties
- Good understanding of relevant legislation e.g. Care Act 2014, Social services & wellbeing act, Mental Capacity Act 2018
- Experience of managing & prioritising workload to deliver best possible outcomes and meeting service targets
- Experience of managing and reporting on service/project delivery and outcome progress.
- Experience of executing a diverse range of processes, procedures and responsibilities.
- Experience of facilitating groups, chairing meetings and delivering training/presentations
- Knowledge of safeguarding vulnerable adults
- Experience of working with young people with disabilities or additional needs
- Experience of advocacy
- **Desirable experience:** You may have experience of the following: Family Engagement Manager, Family Engagement Worker, Care/Day Centre Manager, Customer Service Manager, Services Manager, Service Coordinator, Project Coordinator, Family Services Manager, Volunteer Management, Senior Support Worker, Family Services, Social Work, Advocacy, Mentor, Mentoring, Charity, Charities, Not for Profit, Third Sector, Case worker, Case Manager, etc.

NB: The post holder is required to hold a current valid UK driving license and have access to a vehicle with appropriate business insurance and be willing to escort members to events.

Application process:

Please complete the Application form for all roles on the 'opportunities' section of our website – <http://www.bridgescentre.org.uk/> and send to Amy.McDougall@bridgescentre.org.uk or by post to Amy McDougall, Drybridge House, Monmouth, NP25 5AS.

Application deadline: Friday 8th April 2022

Shortlisting on: Wednesday 13th April 2022

Interview date: Week commencing 25th April 2022

Start date: ASAP

Please note it is not our policy to provide feedback to candidates who have not been shortlisted for interview.