



Disability & Inclusion Team
Job Description: Project Co-ordinator

Job Title: Project Coordinator – Disability & Inclusion Team

Responsible to: Project Manager

Salary: £26,000 per annum (pro rata). Work based pension scheme

Hours: Part time, 18.75 hours per week

Duration of post: Fixed term contract until 31st March 2023. Extension after this date on confirmation of additional funding.

Annual leave entitlement: 22 days plus 8 days bank holiday allowance (9 days in 2022/23) pro-rata

Job Purpose:

We have an exciting opportunity for an individual who has a passion for assisting members of the community to live their best lives.

The Project Coordinator will work as part of the Disability & Inclusion Team to integrate people with additional learning needs into the community through planning, organizing and delivering positive, uplifting, enjoyable social and leisure events and activities whilst working with and supporting their families/carers. The successful candidate will aim to promote independence and work to ensure that members enrolled on the projects are encouraged to understand their own voice, have the opportunity and ability to use it and ultimately act as advocates for their disability.

The post holder will need to have access to their own transport and be flexible regarding location within the county of Monmouthshire to able to adapt to meet the needs of the service.

Main Duties:

- To work as part of the Disability and Inclusion Team in planning, organizing, delivering and managing regular groups and one off activities in line with client and service requirements.
- To encourage and promote advocacy through planning, facilitation and support.
- To work with and support families/carers of those with additional learning needs.
- To evaluate the needs of the community in order to provide the most appropriate, sustainable and best suited activities and events.
- To work with other Project Coordinators to ensure smooth transition between projects.
- To maintain existing links with services and service users and identify and build new links in

order to develop the project aims and outcomes.

- To work with partner organisations', local councils and other support services to provide appropriate co-productive opportunities for the communities of Monmouthshire.
- To build relationships with activity providers and venues in order to encourage sustainable and long term partnerships.
- To contribute to social media and local press releases regarding projects.
- To establish and maintain project committees.
- To support volunteers and support workers contributing to the projects.
- To actively seek out and build knowledge and expertise of available opportunities for the people of Monmouthshire.
- To collect, monitor and report on data as required.
- To attend relevant service meetings in order to sustain and develop knowledge.
- To identify own training and development needs and take action to meet these needs.
- To maintain up to date knowledge of regulations and statutory responsibilities in relation to disabled people.
- To ensure that principles of equality, diversity and accessibility are incorporated into all project activities.
- To maintain safe working practices for self and others, in accordance with Bridges' Health and Safety policies.
- To undertake any other duties that may be required to meet the needs of the service.

PERSON SPECIFICATION

Essential requirements

(Evidenced by qualifications, application and previous experience)

- Experience of working with people with disabilities or additional learning difficulties.
- A creative thinker with experience of organizing/running groups or activities.
- Experience of working in a person/family centered way and working to the strengths of individuals.
- Experience of dealing with complex situations where emotions are running high.
- Compassionate, caring and sensitive to the needs of service users.
- Experience of accommodating complex communication and support needs of individuals.
- Knowledge of safeguarding vulnerable people.
- Ability to engage and gain trust/confidence with service users throughout the project.
- Experience of liaising with outside agencies such as education, housing, leisure, health services and accessing support for families.
- Excellent communication skills – oral and written.
- Excellent reporting skills.
- Flexibility in relation to working hours and days.
- Ability to work as part of a team.
- Ability to work on own initiative.
- Able to multitask, manage a varied workload and manage time well.
- IT literate: Including but not restricted to the use of databases, Microsoft suite, Google apps Inc. Teams and Social Media.
- Access to own transport due to flexibility of county wide requirement

Desirable requirements

(Evidenced by qualifications, application and previous experience)

- Recognised professional qualification and/or equivalent in health/social care, education or voluntary sector.
- Sign language skills.
- Welsh language skills.
- Knowledge of services across Monmouthshire.
- Knowledge or past experience of applying for small funding grants available for Third Sector projects

Due to the nature of this role, an enhanced DBS will be required prior to commencement.

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 5th August 2022

Interview Date: Interviews to be held on a rolling basis

Start date: ASAP

Early application is encouraged as we will review applications throughout the advertising period and reserve the right to close the advert at any time.

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