



Job Description: Groups Coordinator

Hours/Days: 28 hours per week – Fixed term until end March 21, post maybe extended dependent upon funding renewal

Salary scale: Coordinator

Location: The Groups Coordinator will be based at Barkston House but will be required to work on other premises as required. Home working is encouraged during Covid-19

Responsible to: Development Manager

The purpose of the post:

The Groups Coordinator will have responsibility within the organisation supporting the Development Manager to deliver all social and skills development group activity. They will lead on recruitment and liaising with members, their families/carers and organisational group staff to support the enrichment and impact of the project on individuals and families. They will liaise with members, their families/carers, colleagues, professionals and partner organisations including statutory and voluntary agencies to increase member participation in events and activities which they will organise throughout the year. They will lead on the recruitment of new members for social and skills development groups.

They will be the main point of contact for all social and skills development group queries including group staff, work with line managers to ensure the safety, effective induction and continued support and development of group members within the organisation. They will liaise with colleagues, members, their families/carers, professionals and partner organisations; both statutory and voluntary, organise information and review/problem solve. Promoting current member involvement and voice will be a central focus of the role.

Please note: Currently all group activity is taking place online and will continue to do so until it is safe to return to face to face delivery.

Duties:

1. Promote and develop the social and skills development groups and their aims via marketing, networking and partnership working
2. Provide support and supervision to group staff to ensure the delivery of group session. This may include; staff rotas, arrange session cover, resources and timely completion of required session paperwork is completed
3. Identify, recruit, assess and induct eligible group participants
4. Ensure high quality project delivery and reporting via monitoring/use of organisational systems including:

- a. keeping member records accurate and up to date including recruitment, progress and at exit
 - b. use of strategies to ensure that members are at the centre of decision making and project organisation
 - c. lead on the development of events and activities as required for members
 - d. promotion of personal, social and employability skills development by participants
5. Ensure that accurate and relevant project data and evidence is collected, and reported to organisational leadership and stakeholders as required
 6. Contribute to the organisational social media presence and lead on the projects content and facilitate online meet ups where applicable on platforms including Facebook, Twitter, Instagram and What'sApp
 7. Liaise with outreach managers and employment coordinator in response to members requests to access 121 support within the project remit
 8. Promote and provide as appropriate impartial information, advice and guidance to members and volunteers including signposting and referrals as per the organisation IAG model and cycle
 9. Work with members to produce the quarterly Teens and Twenties magazine
 10. Ensure any involvement issues related to safeguarding, health and safety (including use of risk management), equality of opportunity, data protection etc within the project is effectively highlighted to service manager and that any resulting work follows organisational policies/guidance with safe behaviours promoted within the project.
 14. Any other duties as requested

Person Specification for the Social Groups and Volunteer Coordinator

Essential Criteria:

Qualifications:

Relevant qualification at level 3 or above such as social care, youth work, advocacy, education (teaching), leadership and management etc

Experience

1. Working with people with learning and/or other disabilities or other disadvantage
2. Using person centred approaches to promote, plan and implement choice and enable outcomes
3. Liaising with professionals and families/carers to work in partnership to achieve outcomes
4. Project coordination or management ideally within a service industry/third sector

Skills:

Ability to:

1. Prioritise workload, set goals and manage time effectively
2. Think and work flexibly and innovatively
3. Understand and respond to the needs, interests and aspirations of people with disabilities, promoting independence and the development of skills and self-esteem

4. Support the planning and monitoring of a service so that it meets the sought outcomes of funders and members, problem solving where needed
5. Communicate easily at all levels and using a range of techniques including the phone/video call and email
6. Work in partnership with appropriate organisations and agencies
7. Support staff and volunteers to effectively deliver a service
8. Work as a member of a team
9. Support the safety and welfare of staff, volunteers and members
10. Use computers, including Microsoft office and the internet to access, design and communicate information and documentation
11. Collect and analyse data/evidence and write reports meeting data protection and commissioner/organisational leadership requirements

Knowledge:

1. Knowledge of the charity/third sector
2. Knowledge and understanding of issues which affect people with learning disabilities and their families
3. Knowledge of developments and opportunities that are relevant to working with people with learning and other disabilities

Personal qualities

1. Commitment to Equal Opportunities
2. Must be able to work flexibly
3. Must be mobile within the Leeds area
4. Willingness to undertake personal development
5. Positive attitude and a sense of humour
6. Willingness to work within People Matters' values and policies including holding a satisfactory DBS check

Desirable:

1. Qualified to level 5 or higher or be willing to work towards in a relevant area
2. Full driving license/use of car