

Fife Voluntary Action

Team Experience Coordinator

Job Description

Post Title: Team Experience Coordinator

Hours: 4 hours per week

Salary: £8.75 per hour, plus 7% non-contributory pension

Reporting to: Employability Development Manager

Duration: This post is to March 2019

Main Purpose of Post

The successful applicant will work with Team Experience as part of the Delivering Differently project. Team Experience is a group of people who have lived experience of mental health conditions who have an active voice in shaping the work and findings of the Delivering Differently programme.

Main Duties

1. Be the first point of contact for enquiries relating to Team Experience.
2. Work closely with the Employability Development Manager to ensure the Team Experience voice is valued and members are kept in the loop on developments and opportunities as they arise.
3. Coordinate meetings for Team Experience, sending reminders and updates.
4. Produce and circulate a note from Team Experience meetings.
5. Explore opportunities to expand Team Experience and engage as many members as possible.
6. Provide administration for travel expenses.
7. Participate in training as required.
8. Provide assistance with monitoring and reporting for our funders.
9. Any other duties relating to Team Experience that may arise in the role.
10. To take personal responsibility for contributing to high quality standards in customer relations, service delivery and communications.

This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from employees in the role. The organisation reserves the right to require employees to perform other duties from time to time.

The organisation also reserves the right to vary or amend the duties and responsibilities of the postholder at any time according to the needs of the organisation's business.

There is a requirement to work evenings and weekends as necessary in order to ensure appropriate fulfilment of duties.

Fife Voluntary Action is a Registered Company in Scotland No. SC203613 and Registered Scottish Charity No. SCO28457.

Registered Office: Craig Mitchell House, Flemington Road, Glenrothes, KY7 5QF

