

Person Specification
Job Role- Project Co-ordinator



YMCA GLENROTHES SUPPORTED ACCOMMODATION

JOB ROLE – Project Co-ordinator

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| Job Title: | Project Co-ordinator |
| Salary Grade: | AP4:28 - 28 £24,578- (1 st April 2016 – 31 st March 2017) Term : Funded to June 2020 with potential to extend. |
| Job Purpose: | Working within the Christian ethos and aims of the YMCA Glenrothes, to provide quality emotional and practical support/guidance to young homeless people with the aim of encouraging and enabling, independent living. |
| Responsible to: | Supported Accommodation Service Manager |
| Responsible for: | N/A |
| Location | YMCA Glenrothes Supported Accommodation sites and other venues within local area. |
| Key Duties and Responsibilities: | <p><u>General</u></p> <ul style="list-style-type: none"> • To be part of a peripatetic support team with a willingness to travel throughout Fife. • Develop, co-ordinate and facilitate interesting and varied programmes for participants that will improve independent living skills, tenancy management skills and health and wellbeing approaches with a range of partner organisations to meet the outcomes of the project. • Sign post and make appropriate referrals to other professionals and agencies to achieve the best outcomes for service users. • Provide updated statistical information on delivery of programmes to stakeholders. • Provide some line management for volunteers. • Keep up-to-date records of all information pertaining to participants and any activities relating to the delivery of programmes. • To have experience of seeking and gaining external funding. • Have the ability to promote utilise and promote strength based approaches using experience and interests of individuals. • Be able to develop relationships that will improve overall support and opportunities for participants. • Have the ability to involve participants in the shaping of the delivery of the project and service outcomes. • Have experience in convening and chairing meetings, steering groups and organising publicity to meet aims and objectives. <p><u>Relationship Management with Stakeholders and Agencies</u></p> <ul style="list-style-type: none"> • Liaise with other statutory and voluntary organisations with similar and sympathetic interests • Ensure that the project has close and friendly links with the local community. • Work collaboratively and assist, as appropriate, colleagues, residents and |

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| | <p>visitors. This includes regularly attending team/other relevant meetings and keeping colleagues up-to-date on relevant work issues.</p> <p><u>Working Approach</u></p> <ul style="list-style-type: none">• Actively participate in the Personal Development Review and Support and Supervision sessions identifying any areas for support and development.• Help develop positive working relationships with key partner agencies, stakeholders and suppliers in pursuit of the YMCA Glenrothes objectives.• Support the YMCA Glenrothes Management Team in creating a supportive and participatory working environment. <p><i>This job profile cannot cover every issue or task that may arise within the scope of the post. The post-holder will be expected to carry out other duties from time to time which are broadly consistent with the duties as detailed above and help to ensure the highest standards are maintained in every area of the operation of YMCA Glenrothes Supported Accommodation Services.</i></p> <p style="text-align: center;"><u>This post is subject to a PVG check (Protection for Vulnerable Groups)</u></p> |
| | <p>YMCA Glenrothes is a Christian charity committed to helping young people, particularly at times of need, regardless of gender, race, ability or faith.</p> |

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| Attributes | Essential | Desirable | Method of Assessment |
|---|---|---|---|
| Experience | Extensive experience of supporting people who have multiple and complex issues. | | Application References Interview |
| Education, Qualifications & Training | Educated to Degree level or equivalent, Community Education or Social Work or other relevant qualification. | | Application Accreditation References Interview |
| Skills, Abilities & Knowledge | <p>Experience of developing learning programmes</p> <p>Experience of management of volunteers.</p> <p>Knowledge of funding systems.</p> <p>Able to work within a team, and work to own initiative.</p> <p>Able to cope with pressure and meet tight deadlines.</p> <p>Well-developed IT skills and report writing abilities.</p> <p>Ability to produce reports to management and funders and other stakeholders.</p> <p>Able to work to a high standard, successfully reaching outcomes.</p> <p>Ability to focus on quality and continuous improvement.</p> | <p>Recent experience of developing, facilitating and promoting independent living skills, health and wellbeing type programmes for groups and individuals.</p> <p>Understanding of homeless legislation.</p> <p>A clear understanding of the discrimination and prejudice that affects homeless people.</p> | Application Interview References |

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| Attributes | Essential | Desirable | Method of Assessment |
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| Interpersonal & Social Skills | <p>Genuine desire to help homeless people</p> <p>Ability to strengthen established partnership links. Have a good understanding of the statutory and voluntary sectors</p> <p>Work within strict confidentiality and keep within professional boundaries of the post. Flexible and mature outlook to duties of post</p> | <p>Ability to adopt an objective view in respect of service participants</p> | <p>Application Interview References</p> |
| Health & Physical Attributes | <p>Physical and outdoor education will be a feature of this role.</p> | | |
| Other | <p>The use of own car which can transport service users is essential</p> | | |