

**Community Capacity Development Coordinator.**

Salary: £25,834 (SJC Salary Scale SP28), pro rata 36 hours per week (full time)

Post funded up until 31 March 2020. Renewal subject to new funding or available resources.

Reporting to: The Welcoming Director.

**Terms and Conditions**

* 36 hours per week, with a TOIL (Time Off in Lieu) system in operation
* Annual leave entitlement 25 days plus 9 public holidays, pro rata
* NEST pension scheme, employer’s contribution currently 2%
* Based at 20 Westfield Avenue, Edinburgh, EH11 2T

**Purpose of the role**

To deliver a programme of activities to support Welcoming service users with contributing to community life in Edinburgh.

**Responsibilities and duties**

* Provide one-to-one support to service users with their capacity development and employability skill needs.
* Build service users’ confidence about their abilities, interests and goals.
* Work with ESOL coordinator, plan and deliver a programme of activities to support Welcoming service users with their capacity, social networks and participating in community life in Edinburgh.
* Create and facilitate opportunities to connect Welcoming service users into local community organisations.
* Develop a resource library to provide up-to-date information and advice on local services and employment agencies.
* Explore learning and work opportunities for service users.
* Support service users to overcome barriers to employment and helping them to find jobs.
* Support service users with their CV and applications
* Build relationships with local employers, colleges and training providers.
* Link service users up with volunteer opportunities (through other voluntary organisations),
* Undertake monitoring and evaluation of all activities in the programme
* Contribute to the preparation of reports to funders
* Participate in employment and capacity building networks
* Develop referral systems with other agencies
* Participate in relevant meetings, conferences and training as part of continuing professional development
* Work as part of the staff team, attending team meetings and undertaking supervision
* Carry out any other duties or projects appropriate to the nature and grade of this post as requested by the Welcoming Director

**Person Specification**

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| **Essential** | **Desirable** |
| **Education and Qualifications** | |
| * Educated to degree level or appropriate equivalent * Evidence of commitment to professional development | * Qualification in adult education, Sociology, Social Policy, Psychology, Community Development or similar field of study. |
| **Experience** |  |
| At least three years’ experience of:   * Supporting people in their personal or professional development. * Working with migrant, refugee, minority ethnic and socially disadvantaged communities * Facilitating training sessions and workshops * Managing data collection and carrying out monitoring and evaluation activities | * Management and support of staff or volunteers * Successful delivery of projects, including planning, promotion, implementation, evaluation and evaluation |
| **Knowledge, skills and attributes** |  |
| * Excellent communication and interpersonal skills, writing and speaking clearly and being understood by those who have English as a second language * Ability to work positively with people from a wide range of different backgrounds, religions and cultures in a sensitive and respectful way and to encourage an inclusive approach * Ability to connect with, inspire and motivate people facing challenges in building new lives in Edinburgh * Knowledge of community networks and dynamics and support services in Edinburgh or ability to build quickly. * Excellent organisational and planning skills * Excellent and supportive team player. * Excellent IT skills including Microsoft Office and social media * Willingness to work flexible hours including some evenings and weekends * Commitment to the vision and the values of The Welcoming | * Strong 1-1 coaching skills |

The Welcoming Association, 20/1 Westfield Avenue, Edinburgh EH11 2TT   
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