

**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.
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| **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
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| **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
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