



## **Project Coordinator: South and East Ayrshire**

**Salary:** £24 000 pro rata  
**Hours:** 28 hrs per week  
**Location:** South and East Ayrshire

### **What we do**

Equal Futures works to improve social inclusion for adults with learning disabilities or autism.

We match each person with a volunteer facilitator who shares their interests. The initial focus is on befriending. The next step is finding activities to do in community settings; ideally welcoming places where friendships can be made.

Another aspect of our work is to build social networks called Circles. When there are enough people in an individual's life, or new friendships, then the facilitator invites people to come together as a Circle of Friendship.

The person with learning disabilities or autism identifies what they want help with. This might include doing more social activities or providing emotional and practical support during a time of change.

### **Our Vision**

Everyone has friendships which are based on kindness, compassion and respect.

### **Our Mission**

To work alongside people to reduce loneliness and social isolation

### **Our Values**

- We are committed to positive relationships.
- Making a sustainable difference.
- Social inclusion for everyone

## Job purpose

To build inclusive communities through matching volunteers with people with a learning disability. This will be achieved by building robust partnerships with statutory and third sector bodies to reach out to individuals who are lonely or socially isolated. A key to success in the role is having an imaginative and thoughtful approach to finding volunteers who can make an extraordinary impact to people's lives. The successful candidate will have opportunities to shape and develop the project to make a positive and sustainable difference.

## Person Specification

Essential	Desirable
<ul style="list-style-type: none"><li>• Experience of developing a project from start up</li><li>• Ability to inspire all stakeholders: families, volunteers, partners</li><li>• Confident in networking and building relationships in diverse settings</li><li>• Experience of recruiting and supporting volunteers</li><li>• Confident in making the most of community resources</li><li>• Excellent planning and organisational skills</li><li>• Ability to communicate effectively with a small team who are based across multiple locations</li><li>• Full driving license with access to car due to rural locations</li></ul>	<ul style="list-style-type: none"><li>• Understanding of social isolation in rural communities</li><li>• Knowledge of effective engagement using social media</li><li>• Creative skills in design and delivery of training for volunteers</li><li>• Ability to use evaluation tools and data collection methods</li><li>• Sound understanding of issues faced by people with learning disabilities or autism</li><li>• Good working knowledge of relevant policy and procedures for volunteering roles</li></ul>

## Experience

- At least two years working with vulnerable people, either paid or unpaid
- Evidence of supporting vulnerable people to achieve their goals
- Evidence of achieving high standards of work and successful outcomes
- Working in partnership with other organisations or agencies effectively

## Personal attributes

- Enthusiastic about making a positive contribution to communities
- Able to nurture and value volunteers
- Resourceful and solution focused
- Able to engage effectively with people in a range of settings
- Energised by creating new ways of working and making it happen

## **Role and key responsibilities**

**Flexibility:** There is some scope for flexibility in fulfilling the 28 hrs per week.  
Willingness to work occasional evenings and weekends when required.

## **Key functions and responsibilities**

### **Project management**

- Establish relationships with partner organisations to generate referrals
- Raise awareness of Equal Futures in local areas
- Build a network of community resources
- Recruit volunteers from a wide range of settings

### **Carry out all aspects volunteer recruitment and management process including:**

- Provide training, support and guidance to volunteers
- Match each volunteer to an individual with shared interests
- Support volunteer and individual to set achievable goals, providing guidance on how these might be reached
- Implement organisational policies and systems

### **Work alongside people with learning disabilities or autism to reduce loneliness and social isolation:**

- Work closely with families or other key people in the individual's life to identify needs and approaches to social inclusion
- Support individuals and their families define their goals and aspirations
- Provide ongoing support and monitoring throughout the match with volunteer
- Complete relevant assessments, reviews and evaluations

### **Work effectively as a team member:**

- Participate in team meetings, supervision and training
- Collaborate with Director and team on tasks
- Bring ideas and solutions to improve delivery and achieve outcomes
- Complete administrative tasks thoroughly and on time

**The post holder may be required to perform additional duties not listed here which are relevant to being effective in the role of Project Coordinator**