



Project Coordinator: Glasgow

Salary: £24 000 pro rata
Hours: 21 hrs per week
Location: Glasgow

What we do

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

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.

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.

Our project in Glasgow works exclusively with autistic people. Previous knowledge of autism would be useful but is not essential as you will work closely with our Autism Link Worker. We are looking for a Project Coordinator who is enthusiastic about making a positive contribution and willing to work alongside autistic people to help make communities work better for their individual needs.

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 autistic people. 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">• A self-starter who can confidently develop a project• Confident in networking and building relationships in a range of settings• Confident in making the most of community resources• Ability to motivate and inspire others to identify solutions• Experience of recruiting, supporting and retaining volunteers• Excellent planning and organisational skills• Ability to sustain motivation when working alone• Ability to communicate effectively with a small team who are based across multiple locations• Significant experience of working with vulnerable individuals• Either experience of working with autistic people or commitment to learn approaches.	<ul style="list-style-type: none">• Knowledge and understanding of autism• Ability to design and deliver training for volunteers• Ability to use evaluation tools and data collection methods• Good working knowledge of relevant policy and procedures for volunteering roles• Knowledge of effective engagement using social media• Full driving license with access to car

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
- Real life experience of autistic people or strong desire to work with autistic people

Personal attributes

- Enthusiastic about making a positive contribution to communities
- Resilience and patience to find solutions which work for autistic individuals
- Understand how to nurture and value volunteers
- 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 21 hrs per week.
Willingness to work occasional evenings and weekends when required.

Key functions and responsibilities

Project management

- Establish relationships with organisations and agencies to generate referrals
- Build a network of community resources
- Work closely with Autism Link Worker to raise awareness of autistic people's needs
- Recruit volunteers from a wide range of settings
- Ensure project actively works towards inclusive solutions for autistic people

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
- Review and implement organisational policies and systems

Work alongside people with autism to reduce loneliness and social isolation:

- Support individuals and their families define their goals and aspirations
- Provide ongoing support and monitoring throughout the match with volunteer
- Evidence how approaches are making a genuine difference to people's lives
- 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