



BRIDGEND FARMHOUSE

JOB DESCRIPTION: SKILLS DEVELOPMENT COORDINATOR

JOB TITLE: Skills Development Co-ordinator

PROJECT: Skills Development Project

REPORTS TO: Bridgend Farmhouse Manager

RESPONSIBLE FOR: Volunteers, participants and sessional workers

PLACE OF WORK: Bridgend Farmhouse, 41 Old Dalkeith Road, Edinburgh EH16 4TE

HOURS OF WORK: 35 hours a week (normally Monday to Friday)

SALARY: £24,000 per annum

CONTRACT: 12 months (fixed term)

PENSION: 4% employer contribution (conditions apply)

HOLIDAYS: 25 days of annual leave and 9 public holidays

About Bridgend Farmhouse

Bridgend Farmhouse is a community led charity in south Edinburgh, with the mission of learning, working and growing together to develop a flourishing community and place. Having renovated and extended our 18th century farm steading, we run a thriving community hub where people meet to carry out creative, physical and purposeful activities and to share their skills and knowledge with others. We work to address social inequalities, reduce isolation and loneliness, strengthen community involvement, build local resilience and contribute to local health, learning and greenspace strategies. We are led by our Board of Trustees who are predominantly local people.

Purpose and overview of post

This new post has been created to support disadvantaged young people (aged 16 to 25) and socially isolated adults in our community of benefit to have better life chances. The post is supported by funding from The Robertson Trust, The Gannochy Trust and Scottish Children's Lottery, Chance to Succeed. Our community of benefit can be seen here: <https://bit.ly/37hxdgS>

The Skills Development Coordinator will support individuals from the target groups to develop practical, social, emotional, literacy and/or creative skills that enable them to play their part in a connected and inclusive community. The post holder will coordinate and develop learning, training and volunteering opportunities for participants, according to individual needs and goals. Participants will be supported to engage with and make the most of activities at Bridgend Farmhouse and appropriate opportunities elsewhere. Work will be divided equally between the two target groups: disadvantaged 16-25 year olds and socially isolated adults arising from factors such as bereavement, retirement from paid work, and being incapable of paid work due to physical and mental health issues.

Main responsibilities

1. Identify, recruit and work with disadvantaged young people aged 16-25 and socially isolated adults from across the local community.
2. Develop and maintain working relationships with external partners, including referring agencies such as secondary schools and other statutory and third sector organisations, and develop appropriate referral and information sharing systems.
3. Support target groups to become involved in Bridgend Farmhouse activities by developing a welcoming and inclusive programme for volunteers and participants: design and deliver induction, structured learning activities and volunteering opportunities; encourage peer-led group working and opportunities for skills exchange; recruit and supervise sessional workers.
4. Meet regularly with participants as individuals and as groups, to gather feedback on progress, provide guidance and encourage ideas about future activities.
5. Support opportunities for participants to gain accreditation and/or recognition of achievements and to access external resources that help develop their skills and personal development.
6. Develop and manage an administrative system for managing individuals' participation; develop and maintain an evidence base for tracking their progress. Track and work within budget. Prepare reports for funders.
7. . Be familiar with and implement Bridgend Farmhouse policies, including equal opportunities and health and safety. Ensure the safety and wellbeing of volunteers and participants at all times.

8. Play a constructive and collaborative role as a team member of Bridgend Farmhouse.
9. Be prepared to work occasional evenings or weekends in response to organisational needs.
10. Undertake other duties as may be reasonably required by the Bridgend Farmhouse Manager.

Person Specification

Essential experience and skills

1. Community development and/or skills development
2. Recruiting, supervising and working with volunteers
3. Supervising sessional workers
4. Experience of facilitating the delivery of nationally recognised qualifications either directly or working in partnership with an external provider
5. Experience of working with people in a peer-led setting or model
6. Experience of working with young people in an informal education setting
7. Building and sustaining strong working relationships with diverse stakeholders
8. Conducting monitoring and evaluation
9. Self-motivated and able to plan, prioritise and administer own work.
10. Confident user of Microsoft applications and social media platforms.

Desirable experience and skills

1. Qualification in community education or community development
2. Knowledge of and connections with our local area and communities
3. Experience of working in a voluntary organisation or social enterprise
4. Experience of managing simple budgets
5. Experience of following data protection requirements
6. Understanding of outcomes-based approaches
7. Understanding of equal opportunities
8. Digital skills to create visual literature (leaflets, fliers etc)

Disclosure (PVG) requirements

The appointment is subject to Bridgend Farmhouse being satisfied that the candidate meets the requirements of the Protection of Vulnerable Groups (Scotland) Act 2007.

**Bridgend Farmhouse
February 2020**