



VINTAGE VIBES
GOOD COMPANY NEVER GETS OLD



Space & Broomhouse Hub
79/89 Broomhouse Crescent
Edinburgh EH11 3RH
Tel/Fax: 0131 455 7731
Email: admin@spacescot.org
Website: www.spacescot.org

VINTAGE VIBES SERVICE COORDINATOR INFORMATION PACK

Vintage Vibes is an amazing city-wide charitable partnership between two longstanding Edinburgh charities, Space and LifeCare. We're on the lookout for a new Service Co-ordinator to help us tackle loneliness in the city's older people through creating fantastic friendships.

Here's everything you need to know about Space (your employer) and Vintage Vibes (the project you will be working on!).

ABOUT SPACE

Space & Broomhouse Hub is a Scottish award-nominated charity organisation working to improve the happiness, mood & mental wellbeing of our community members; enhancing physical health, developing skills & job opportunities, whilst growing the confidence of the residents of our area and beyond in South West Edinburgh. We do this by nurturing, supporting and inspiring people of all ages so that lives are fuller, potential is fulfilled and community connections flourish.

In 1991, at a time of depression and recession, community activism and a refusal to accept Broomhouse deserved anything less than other communities – local residents campaigned to turn a row of six shops into one centre. The Broomhouse Centre.

30 years on, and still with local community groups and trustees at the core, Space at the Broomhouse Hub has a new state-of-the-art community building housing a community training café. We have grown and now deliver 17 projects, with 50+ staff and 250 volunteers. We deliver diverse services supporting young people, families, older people and carers amongst others, engaging with local people more than 34,000 times last year.

Whilst holding the integrity of Space at our core, we are a values-led organisation that is:

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| Welcoming | - Nurturing relationships & kind experiences that enable people to smile, flourish & be resilient |
| Fun | - Passionate, non-judgmental & friendly people, developing an inclusive community |
| Creative | - Initiating and embracing challenges, innovation, opportunities and new ideas |
| Bold | - Ambitious, aspirational and determined to have a lasting impact |
| Trustworthy | - Open, honest, holistic, professional and transparent – continually improving our effectiveness |

Space is a founder member of the Go Beyond South West Edinburgh community anchor network and participates in numerous cross-service and cross-sector collaborations in Edinburgh.





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ABOUT VINTAGE VIBES:

Vintage Vibes was established in 2015 with the objective to tackle loneliness in over 60s across all of Edinburgh.

OUR VALUES ARE:

- We love doing things differently
- We treat everyone as an individual
- We're about real friendships



In the first 6 years, Vintage Vibes has helped support over 600 friendships between its VIPs and volunteers based on shared interests, from baking to Battlestar Galactica!

We have contributed to consultations and discussions about tackling loneliness in Scotland and has successfully supported volunteers to complete over ten thousand hours of volunteering. In addition, an evaluation carried out by the Community Enterprise Group in 2019 concluded that the project:

- “Had consistently exceeded its targets in respect of numbers of older people reporting reduced isolation”
- “Exceeded targets for volunteers reporting enhanced skills and confidence”

We've won awards, been featured on BBC, STV, ITV and across most national and local press. We've even had Gail Porter as our Christmas campaign ambassador! And at our core, we have a strong, engaging, accessible brand and approach that we're really proud of and would love you to be a part of!

WHY SHOULD YOU WORK FOR VINTAGE VIBES?

First things first, you should work for us because you love the idea of creating long term friendships between fantastic, unique over 60s (VIPs) and wonderful, incredible volunteers. You love the idea of really getting to know VIPs and volunteers and connecting them based on their interests and what makes them tick. You love being part of an open, fun, trusting and hardworking team who are constantly trying to develop what we do in order to help as many isolated older people as we can. And you love cake (not essential, but we do eat a lot of cake).

If all of that isn't enough, here's some added perks of being part of the Vintage Vibes team:

- **Flexible time in lieu** – we don't want you to work all hours, and we really encourage work life balance. But if you do ever need to work outside of your normal hours, we will always support you to take off time in lieu to recharge.
- **Reflection budget** – in addition to a training and development budget, every team member has a reflection budget they can use to do activities that will help them reflect on our work and their role – from seeing a coach to doing a yoga session, this is our way of giving you time and space to reflect.
- **Culture of gratitude** – we make the effort formally and informally to show our gratitude for our team members and volunteers, from team trips out to volunteer meetups, to cake, you will feel appreciated!
- And much much more!





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THE ROLE

Vintage Vibes puts together volunteers with people over 60 (called our VIPs), who are matched based on shared interests, to tackle isolation and loneliness through creating long-lasting friendships.

As our new Service Co-ordinator you will:

- Work city-wide meeting fantastic VIPs and volunteers in order to create and support 1:1 friendships.
- Make a difference to Edinburgh's isolated older people by celebrating individuality, friendship and positivity
- Respond to evolving VIP and volunteer needs through short-term additional support, signposting and additional engagement opportunities.
- Contribute to continual exciting and innovative service developments.

WHAT ARE WE LOOKING FOR?

PERSON SPECIFICATION	
<p>Knowledge</p> 	<p>Essential</p> <ul style="list-style-type: none"> • An approach to work which is positive, flexible and reflects a commitment to the rights of older people. • Knowledge and commitment to diversity and ability to apply awareness of diversity issues to all areas of work • Knowledge & understanding of the value of volunteers to an organisation <p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of the way statutory and voluntary agencies are organised • Working with volunteers - line management /co-ordination experience of volunteers or staff activity or supervisory role with responsibility for service delivery and planning. • Working with older people or beneficiaries in a group or one to one setting.
<p>Skills</p> 	<p>Essential</p> <ul style="list-style-type: none"> • Ability to use own initiative, as part of a team and organise own work efficiently • Excellent listening, verbal and written skills • Ability keep appropriate records of work with individuals and groups • Fully competent and comfortable with the use of Microsoft Office software (Word, Excel, PowerPoint, Outlook). • Trustworthy and able to work with integrity within policy and values framework



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	<ul style="list-style-type: none"> • Exercise judgement and thinking in order to solve day to day issues in service delivery • Ability to manage workload and to prioritise where required • Excellent planning and organisation skills with the ability to prioritise workload <p>Desirable</p> <ul style="list-style-type: none"> • Experience of use of databases and/or CRM systems
Other requirements	<ul style="list-style-type: none"> • PVG Scheme membership/criminal record checks • Because of the nature of the service, which will operate throughout the week, the ability to work flexibly including some evening and week-end hours may be required • A current driving licence and access to a car for business use is essential

TERMS

<u>Employer:</u>	Space, The Broomhouse Hub, 79-89 Broomhouse Crescent, EH11 3RH
<u>Accountability:</u>	Space Board of Trustees (via the Space Chief Executive), The Vintage Vibes Consortium Steering Group
<u>Line Manager:</u>	Operations Manager, Vintage Vibes
<u>Liaison with:</u>	Vintage Vibes team across Space and LifeCare; wider cross-organisational services
<u>Workplace:</u>	The Broomhouse Hub and 525 Ferry Road
<u>Working Hours:</u>	30 hours per week
<u>Annual Leave</u>	20 days annual leave in year one, increasing to 25 days in year two of employment plus 12 public holidays
<u>Salary:</u>	£25,142 per annum pro rata
<u>Status:</u>	Permanent (subject to continuation of funding)
<u>Disclosure:</u>	PVG scheme membership required

<u>Closing date:</u>	11/10/2021 at noon
<u>Interview date:</u>	26/10/2021
<u>Stage 2 date:</u>	28/10/2021

TO APPLY:

To apply please submit a completed application form and cover letter to hello@vintagevibes.org.uk

More information about Vintage Vibes and our projects can be found [HERE](#)

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GOOD LUCK!

