

Back on the Road (Glasgow) Community Interest Company

1. JOB IDENTIFICATION

Job Title: Back on the Road (CIC) Coordinator
Responsible to: Lead Director and Board of Back on the Road (Glasgow) Community Interest Company (BotR)
Host: Glasgow Vintage Vehicle Trust (GVVT)

2. JOB PURPOSE

The purpose of this post in tandem with the Back on the Road Management Team is to develop and deliver services.

As such the postholder will be responsible for recruitment of participants from referring agencies.

The individual will be responsible for developing and sustaining networks which support the work of Back on the Road and help to identify employment opportunities for the participants when they leave.

3. ROLE OF BACK ON THE ROAD CIC

Back on the Road is a company which provides opportunities for individuals with addiction issues to volunteer to learn skills associated with the restoration and preservation of classic buses. The ultimate role is to provide a supportive environment in which to learn and master coachbuilding skills and to prepare participants for a return to employment.

Back on the Road provides opportunities for volunteers based in Glasgow and are referred by agencies which are recognised by the Glasgow Alcohol and Drug Partnership. Current population of Glasgow is around 600,000.

In 1999 a pilot project of Back on the Road was established by Scotland Against Drugs, a Scottish Government initiative and which funded it until 2008. The GVVT took up the funding thereafter and has provided full support to date.

GVVT has occupied the Bridgeton Bus Garage since 2003 and completed the purchase of the garage in 2020. It is the last remaining bus garage owned and operated by Glasgow Corporation Transport from 1965 to 1975. Back on the Road operates in a designated section of the garage which includes two fully serviced pits and a machine room which has equipment that enables full restoration of bus projects. Participants learn how to use this equipment under strict Health and Safety recommendations. Vehicles which are worked on by the participants go on display in the exhibition area of the garage when completed and are viewed by the public on open events

4. ORGANISATIONAL POSITION

The post holder is responsible, in the first instance, to the Lead Director and subsequently to the Board of the CIC.

The Trustees of the GVVT retain an interest in the CIC and are regularly updated on operation and progress.

The post holder will be part of the Back on the Road Management Team and will work directly with the Recovery Community.

5. SCOPE AND RANGE

The post holder is required to use initiative and resourcefulness while exercising a high degree of confidentiality, diplomacy and tact. This includes supporting recording of information in line with legislation on the retention of information.

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The post holder is required to have excellent communication skills, including reporting to the Board, referring agencies and other networked organisations.

Providing key information to the GVVT Consultant on applications for funding and evaluation of expenditure are important parts of the work of the post holder.

6. MAIN TASKS, DUTIES AND RESPONSIBILITIES

Under the general direction of the management of the Lead Director and the CIC Board the post holder will be expected to undertake the following responsibilities: -

- To represent Back on the Road (Glasgow) CIC on addiction network forums within Glasgow.
- To represent Back on the Road (Glasgow) CIC on employability network forums within Glasgow.
- To liaise with the Back on the Road Supervisor with regard to potential referrals accessing the programme.
- To develop and establish relationships with referral agencies including exploring options for working in partnership.
- To liaise with partner agencies e.g. addiction nurses, debt management staff, learning support on relevant matters affecting participants.
- To be responsible for programme administration, including:
 - Evaluating and monitoring of project outcomes.
 - Providing expenditure, evaluation and monitoring reports for funders.
 - Maintaining records of meetings.
 - Producing monthly reports for the Management Team and Board of Directors.
 - Drafting the annual report ready for review by the Board of Directors.
 - Maintaining a database of programme data and statistics in compliance with GDPR.
 - Maintaining a file of hard copies of documents as required.
- To attend case conferences and final placement reviews as required.
- To ensure all relevant policies and procedures are regularly reviewed and compliant with current legislation.
- To be responsible for all Back on the Road marketing and publicity material after approval from the CIC Board
- To purchase materials relevant to the post.
- To provide support to participants in preparation for job-seeking.
- To identify potential case studies of Back on the Road graduates and of completed projects along with supporting information and to work with the Supervisor to develop them into finished documents.
- To be an active member of the Back on the Road Management Team and attend their monthly meetings.
- To report regularly to Lead Director.
- To make available time to liaise with Supervisor.
- To accept such other duties as may be specified by the Employer from time to time.

7a. EQUIPMENT AND MACHINERY

On a regular basis the post-holder would have cause to use:-

- Telephone

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- Personal Computer/Laptop (involving use of Microsoft Word, Outlook, Excel, PowerPoint, Teams and Zoom)
- Scanner
- Audio equipment
- Network Printers
- Photocopier
- General Office Equipment

7b. SYSTEMS

- Required to follow relevant policies, procedures and legislation.
- Will collate information in response to data collection requests and returns.
- Will input to systems relating to referrals.
- Will maintain a local database.
- Will utilise appropriate computer systems appropriate to the role.

8. DECISIONS AND JUDGEMENTS

The post-holder will receive supervision as required, in the first instance from the Lead Director and subsequently from the CIC Board and will generally operate within established procedures and processes.

The post-holder will determine from established procedures those matters which should be brought to the attention of the line manager and those which can be undertaken independently by self.

9. COMMUNICATIONS AND RELATIONSHIPS

The post-holder will work with a wide range of individuals including:-

- BotR CIC Board
- Lead Director
- BotR Supervisor
- Referring agencies
- Third Sector partners

Communications will aim to develop good working relationships and promote a positive view of Back on the Road.

10. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical

- Required to use keyboard/VDU frequently.
- Elements of bending and lifting (e.g. when producing documentation in bulk via photocopier, moving equipment, set up of meeting rooms etc)
- Will need to travel between locations.
- Attending meetings.
- Delivering information to key partners
- Observing Display Screen Equipment Regulations and undertaking a DES assessment
- Undertaking remote and flexible working if required

Mental

- Post requires concentration/attention to detail when typing reports or inputting data.

Emotional

- Requires skills to exercise tact in dealing with all manner of people.

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Environmental

- Generally, within an office environment, but travel to other locations will be required.
- At times due attention will need to be given to workshop and garage environmental matters and associated hazards.
- At all times the postholder will be required to fulfil their role in accordance with the provisions of the Health and Safety at Work Act.

11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Managing time effectively and prioritising workload where there may be interruptions to planned activity and conflicting demands on time.

Effective interaction with participants and referring agencies.

12. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

- Must show competence in the use of range of computer packages evidenced by experience or formal qualification.
 - Must show knowledge of working with addiction recovery participants.
 - Must show ability to communicate at all levels.
 - Should be willing to participate in short courses or more formal training opportunities to improve skill and knowledge level.
 - Requires good command of verbal and written English.
 - Requires knowledge of Recovery Communities
- Desirable:**
- Experience of working in partnership with Recovery Community

There will be an on-going requirement to have a personal development plan agreed with the Lead Director which will include participation in training and development.