



Job Opportunity

Title	Community Programme Coordinator
Salary	£25,000 per annum, pro rata
Contract	Fixed term until 31 March 2026, with intention to extend pending funding
Hours	30 hours, 4 days per week
Pension	Contributory pension scheme available
Location	Bennochly Parish Church, Kirkcaldy (Plans for office relocation in Kirkcaldy) Hybrid working and flexible hours upon mutual agreement
Holidays	25 days pro rata, plus 9 public holidays

About Care and Share Companionship

'One person caring about another represents life's greatest value' – Jim Rohn

Care and Share is a community charity providing 1-1 and group support to older people over the age of 60 in the Kirkcaldy area who are living in isolation and loneliness. Our vision is to provide personalised, flexible companionship to older people, who we refer to as 'Friends.' We tailor our support to their needs and bring people together regardless of age or background, building relationships with each other and within their communities. We are committed to challenging social stereotypes regarding older people and believe they should feel valued and respected, and supported to be active members of their community.

Established in 2019, we are a young and highly respected organisation entering an exciting time of growth and expansion. We are looking to recruit an enthusiastic and professional individual to join our small team and to play a key role in delivering and developing our service and coordinating our community befriending programme. In return we will offer a positive and flexible working environment and support for your own professional development.

Our Mission Statement:

To support older people who feel isolated and lonely.

To tailor support by them for them.

To have a flexible approach in addressing their needs.

To increase the engagement of volunteers within communities to maximise community spirit.

To raise awareness of isolation and loneliness, and the benefits to health and wellbeing to both the person receiving support, family member/s and the volunteer.

JOB TITLE:	Community Programme Coordinator
RESPONSIBLE TO:	Operations Manager
RESPONSIBLE FOR:	Volunteers and Friends
LOCATION:	Kirkcaldy and surrounds, with possibility of future expansion across Fife.
EDUCATION:	A post-secondary qualification in a relevant subject is desirable (Degree/Diploma/SVQ) but equivalent professional experience will be considered.

JOB DESCRIPTION

- Work with the Operations Manager (OM) on the development and delivery of our community befriending programme, using our strategic plan to expand on the support and service we provide for elderly living in isolation, as we continue to grow.
- Coordinate and facilitate the volunteer recruitment process, including ongoing training and support for volunteers within their role and for their own personal and professional development. Liaise with volunteers to collect post-visit updates, expenses, and de-briefing. Recognise volunteer contributions via annual celebrations and events.
- Coordinate the referral process for Friends, consulting with referral agencies and individuals, conducting assessments, creating support agreements, and matching with suitable volunteers. Function as a liaison between volunteers and friends and use monitoring and evaluation processes to ensure befriending relationships are successful and enriching for both.
- With the support of the OM, lead on developing and delivering a programme of group events and activities with volunteers, friends, and the wider community, including a vibrant 'drop in' service once we have secured our new premises.
- Create opportunities for Friends to contribute to and engage with their wider community to improve mental and physical wellbeing and challenge stigma regarding the elderly.
- Collaborate with partners and stakeholders to increase our reach and capacity to offer support including active participation in meetings. Support and engage our community with regular information and updates, including monthly newsletter and social media.
- With the OM, manage day to day office functions including compliance with the charity's Service Level Agreement, funder requirements and data protection legislation.
- Regular travel within Kirkcaldy and Fife is involved, possession of a full UK driving licence and access to a car is required. If you do not hold a licence, you may still be considered but will need to describe how you would fulfil requirements of the role using other means of transport. Occasional evening and weekend work will be expected. TOIL will be given for overtime.
- Any other ad-hoc duties as reasonably requested.

PERSON SPECIFICATION

Knowledge and Experience

- An understanding of the challenges facing older people living in isolation and loneliness.
- Previous experience recruiting, supporting, and sustaining a team of volunteers is essential.
- Previous experience working for a charitable organisation or in a similar role is desirable.
- Experience of community-based work.
- Understanding the needs of diverse groups and communities.
- Experience of coordinating and implementing a calendar of events.
- Knowledge and understanding of GDPR regulations and cyber awareness.
- An understanding of the role of monitoring and evaluation and ability to collect and compile information to support organisation funding requirements.
- Understanding of the principles and practice of safeguarding vulnerable adults.

Skills and Abilities

- Motivated and innovative and able to use own initiative and work independently as well as within a team, alongside the Operations Manager and our volunteers.
- Strong administrative, organisational, and interpersonal skills, with excellent time management and ability to prioritise workload and tasks.
- Excellent verbal and written communication skills, ability to think creatively and problem solve.
- An essential ability to develop strong working relationships with our volunteers and to provide ongoing support in their role.
- Able to facilitate the befriending relationship between volunteers, Friends, and their families.
- Strong IT literacy including Microsoft Office and creative tools Canva, and able to play a key role in the charity's social media and marketing/engagement activity.
- The ability to manage information in a confidential manner and respond with sensitivity.
- Able to work occasional evenings and weekends and take a flexible approach to work.

Personal qualities

- Empathetic with the aims and values of Care and Share, and a passion for reducing the cause and impact of loneliness and isolation within our communities.
- Adaptable, with commitment to work with integrity, both collaboratively and independently.
- Flexible, open, authentic, patient, and honest.
- Commitment to own continuing professional development.

To apply, please send your CV plus a two-page maximum covering letter outlining how you meet the person specification to Brenna Nyznik, Operations Manager at careandsharecompanionship@gmail.com by noon on Thursday, January 11, 2024.

Interviews will take place on Monday January 22nd, 2024 in Kirkcaldy office.