

## Southside Faith Care

**Southside Faith Care (SC 052304) wishes to recruit an Activities Coordinator to support our Development Lead. This post will be of interest to applicants who are passionate about ensuring that all older people have access to ways to maintain their independence and confidence to live the lives they choose.**

### **Activities Co-ordinator: 24 or 27 hours per week**

Southside Faith Care is a newly constituted organisation (SC 052304) which works across the southside of Edinburgh. Its origins are in a cluster of local Church of Scotland congregations in EH9 and EH16, but aims to involve other denominations and faiths in the area. Its vision is to enable every older person, from all faiths and none to live the life they choose. Its aim is to establish a centre with accessible multi-purpose spaces which will act as a hub for groups and services for older people providing informal interaction in a café space and/or engaging in more formal meetings/activities. Our base is within Priestfield Church on Dalkeith Road, with accessible access on Marchhall Place, EH16 5HW.

Funding for the first two years of this post is in place from the Tor Christian Foundation, the Benefact Trust, Queensberry House Trust, Awards for All, and the Company of Mercers, and the late Hilda and Johnny Gibb's Charitable Trust.

As Activities Co-ordinator you will work with the Development Lead in establishing Southside Faith Care, and in particular to

- develop activities and services to generate aspiration, confidence and choice
- address the issues of social isolation and loneliness as experienced by older people
- take account of inequality and acknowledge the work of Southside Faith Care may often be in communities perceived to be culturally or economically disadvantaged
- model values and behaviours which reflect positive and forward thinking in the development of Southside Faith Care

Your role will be to

- support and develop Southside Faith Care's activities
- manage the operation of the Lounge and other spaces used
- deal with general administration, including some basic bookkeeping, if appropriate
- recruit and coordinate the training and support for volunteers
- monitor and collect information for evaluating progress and forward planning.

Working hours are 24 hours per week, or 27 hours per week if the bookkeeping option is included. The post is largely centre based. Your working days may vary depending on your scheduled activities for that week. You will be accessible to the

communities you serve. This means work may include unsocial hours, such as occasional evenings and weekends, so flexibility is required.

As new organisation Southside Faith Care will evolve and as duties and responsibilities change, this job description may be reviewed and amended in consultation with the postholder.

Salary £24000 to £28000 (pro rata £16514 to £21600)

#### Person Specification

	Essential	Desirable
<b>Qualifications and Training</b> A degree or equivalent level qualification (HNC in Social Care and SVQ4 or experience (2 to 5 years) in relevant community development or health	✓	
<b>Experience &amp; Skills</b> Experience in a community role or health setting with the private, public or voluntary sector.	✓	
Experience of working with community groups, external partners and funding organisations.		✓
Experience of working with volunteers	✓	
Experience of managing or supervising volunteers.		✓
Good understanding of safeguarding, equality, diversity and inclusion.		✓
Awareness of contemporary public health challenges and social issues.		✓
Excellent people-management and organisational skills		✓
Practical experience of monitoring and evaluation.		✓
Good verbal and communication skills	✓	
Excellent interpersonal skills.	✓	
Excellent planning and organisational skills.		✓
Ability to self-motivate and to work under own initiative.	✓	

Ability to manage own time and workload within an environment subject to significant demands and interruption.		✓
Willingness to work flexible hours including occasional evenings	✓	
Willingness to undertake an enhanced disclosure.	✓	