



Highland Perthshire PLUS 'Star Project' Coordinator

Post	Project Coordinator
Contract	Self-employed, for 2 years, fixed term.
Status	Part-time - 21 hours per week. The salary is £19/hour. The successful individual will undertake the contract on a freelance basis and will remain responsible for their own tax, national insurance and pension arrangements.
Location	Aberfeldy
Closing Date	14 February 2025
Interviews	19 February 2025

Project Aim:

To give vulnerable adults with additional support needs and/or disabilities the opportunity to fulfil their individual potential and goals in supported work settings that offer meaningful work experience, training and employability skills, within their local community.

Project Outline

This is a pilot project, providing opportunities 2 days/week, year-round in Aberfeldy for adults with additional support needs and/or disabilities from across Highland Perthshire. Working with existing community-based facilities, the supported activities and work experience opportunities will include life skills such as cooking, gardening, craft making and running a community cafe. Sessional workers will be employed to support these activities where appropriate. The programme will remain flexible to allow it to respond to the needs identified by the participants and their families.

Initially, 6-8 adults with a range of additional support needs will be supported. The co-ordinator will assess abilities and preferences and allocate tasks. It is envisaged that everyone will be able to access all activities. The baking and cafe activities will include kitchen skills, baking, presentation of goods, handling cash, café tasks such as drink-making, table preparation, cleaning and dishwashing etc. Craft activities can be explored and there will be the opportunity to market and sell items produced at local outlets. Gardening will likely take place over the spring and summer months with a base at our Dalweem Hub in Aberfeldy and working alongside experienced gardeners at an existing garden in Aberfeldy.

In each setting, we will offer a variety of activities for each participant to gain skills and to work on goals they want to achieve, which will enhance their well-being and help them fulfill their potential. The project will be managed by a self-employed project coordinator on a 3 day/week basis, including the 2 days of activities on a Monday and Tuesday, plus a third, flexible planning day.

Coordinator Role

The primary function of the Project Coordinator is to implement and supervise project activities, guided by the HPP Board and Development Manager.

Responsibilities

- Provide project coordination to meet the established aims.
- Coordinate the Birks Community Café and other agreed activities in liaison with the HPP Board/Development Manager (DM), the Birks Cinema and any sessional workers involved in the project.
- Work with the Board/DM and sessional workers to develop a programme of activities.
- Recruit participants and volunteers.
- Evaluate needs of supported participants and allocate roles appropriately.
- Create individual work plans and a weekly roster.
- Support HPP safeguarding officer to ensure staff and volunteers are suitably covered by PVG and comply with all current legislation.
- Support participants to feel included and build confidence and skills.
- Maintain a database of participants and volunteer/support staff.
- Support marketing of the enterprise in liaison with the Birks and HPP Board.
- Work in partnership with other community groups, statutory organisations and businesses to provide opportunities for training, further volunteering and/or employment.
- Ensure all Health & Safety requirements are met. This will include food hygiene and first aid training.
- Manage the day-to-day project budget.
- Provide bi-monthly evaluation of the success of the project for the Board.
- Work with HPP on future fundraising for the project.

Essential Skills and Knowledge

- ✓ Self-starter – demonstrated ability to work with a high degree of independence within an agreed set of tasks and targets
- ✓ Experience of working alongside adults with additional support needs and their families/carers
- ✓ Understanding of the issues that adults with additional support needs and their families/carers face
- ✓ Experience of working within a community-focused initiative
- ✓ Experience of working with volunteers
- ✓ Good communication skills and an approach that is enthusiastic, respectful, and inclusive

Desirable Experience, Knowledge & Skills

- ✓ Good understanding of the distinctive role of community groups in local communities
- ✓ Knowledge of community empowerment and the challenges people with disabilities face
- ✓ Knowledge of different forms of communications necessary for learning disabled people, e.g. Makaton
- ✓ Good IT skills (Microsoft Office, Social Media Platforms)
- ✓ Knowledge or experience of working in a social enterprise
- ✓ Good understanding of Health & Safety regulations in relation to running a community project

Application Process

Please apply in writing, sending a covering letter, CV and two references to info@hpplus.net. For further enquiries please contact Emma Burtles on 07881 991176 or Lindsay McManamon (DM) on 07830 402407.

Background

Highland Perthshire PLUS (HPP) is a community-based charity (SC053712) dedicated to supporting children and adults with additional support needs (ASN)/disabilities and their families to enable them to **Play, Learn, Unite and Shine** in Highland Perthshire. The group delivers social and sporting activities, support groups, advocacy, outings and training opportunities. Currently, we run a joint sports programme with Perth and Kinross Disability Sport with a weekly boccia session and a disability swimming club for all ages. We also arrange weekly taster sessions with local sports clubs. We run a junior activity club for 0–12- year-olds. During holidays, we arrange outings for all ages. We are now working with the care sector and Aberfeldy Development Trust to deliver independent living housing in Aberfeldy. We facilitate work experience and volunteer roles with local organisations and businesses. We provide advocacy support to parents and carers, and regularly feed into the parent council. View our latest newsletter here: [December newsletter](#)

This post is funded by:

