



# Sefton CVS

Supporting Local Communities

## JOB DESCRIPTION

<b>Job Title:</b>	Project Coordinator (Buddy-Up)
<b>Salary:</b>	£27,144.21 per annum
<b>Location:</b>	Burlington House, Southport Community Centre and various locations across the borough
<b>Hours:</b>	35 hours per week
<b>Term:</b>	12-month fixed term contract (in the first instance)
<b>Benefits:</b>	26 days annual leave (plus bank holidays), rising to 29 days after 5 years' service. Company pension scheme with contributions of 6%. 24/7 Employee Well-being Assistance Programme. Life Assurance of 2 x annual salary. Income protection scheme (illness). Flexible working.

We pride ourselves on being an inclusive and supportive employer

Our vision is to develop a vibrant voluntary, community and faith sector that encourages and supports independent, resilient and sustainable communities.

### Job Purpose:

- To coordinate weekly youth activities and days out for young people with mild to moderate Special Educational Needs and Disabilities (SEND) based on needs of participants and demand for the service. This is delivered as weekly Youth Clubs, activities and days out in the school holidays.
- To coordinate, manage and support Project Support Officer, Sessional Workers and Volunteers.
- To represent Sefton CVS at meetings in relation to SEND provision within Sefton.

### Main Duties and Responsibilities:

- To promote the project with key partners and stakeholders.
- To assess the suitability of new referrals and complete initial assessments for each individual.



- To recruit and train volunteers and staff to support the delivery of the project.
- To plan and facilitate weekly social clubs in Southport and Crosby.
- To plan and facilitate a programme of fun, social and age appropriate activities throughout the year during evenings and school holidays aimed at building participants confidence, social networks and independence skills (activities have on occasion taken place during the weekend but the need to work weekends is rare).
- To provide line management to Buddy Up Support Officer, sessional staff and volunteers.
- Reporting on activities to funders.
- To monitor and report on financial spending with both the funder's and Sefton CVS' stipulations; to complete reports as appropriate.
- To develop evaluation methods to include parent/carers, young people, schools and other partners to ensure a holistic review of the project and positive outcomes.
- To follow existing policies and procedures and carry out risk assessments to ensure the safety and wellbeing of all involved.
- To support the development and sustainability of the project by identifying and applying for additional funding.
- To represent the VCF sector and the voice of young people with SEND at strategic meetings, within Sefton.
- To ensure that young people with SEND access opportunities to have their voices heard and shape future services in the local area and nationally.
- To provide up to date information for the Sefton CVS and Local Offer website and collate information for newsletters.



- Liaise with other organisations to provide support and guidance around SEND provision for young people.
- Carry out other duties as required that are in line with the main duties and responsibilities of this post. This job description is intended as an outline of the general areas of activity and responsibility for the post holder and may be amended in light of the changing needs of Sefton CVS but permission will be sought from funders beforehand.

## **General**

You will be required to participate in staff development and use all relevant learning opportunities to improve personal skills.

You will be required to confirm their eligibility to work in the UK in order to comply with employment legislation.

Where the job involves engaging in regulated activity, the successful candidate will be required to undergo a Disclosure and Barring Service (CRB) enhanced check before appointment is confirmed.

## **Confidentiality**

You must maintain the confidentiality of all information and records relating to the work of Sefton CVS, in accordance with the organisation's procedures and policies.

## **Equality, Diversity and Inclusion**

Sefton CVS operates an equal opportunities policy and is committed to a programme of action to make this policy effective.

We actively encourage and welcome applications from everyone, including people who are underrepresented in our organisation. The more diverse our workforce, the better we represent and can deliver for our communities.

## **Navajo Charter Mark (LGBTIQA+)**



Sefton CVS is committed to being an LGBTIQA+ friendly employer and provider of services.

In recognition of this, we were awarded the Navajo Charter Mark for the steps we have undertaken to improve, and ensure the continued improvement of, our employment practices, service design, service delivery and access for LGBTIQA+ people within our communities.



Sefton CVS actively encourage and welcome people from LGBTIQA+ communities to apply for our job vacancies.

### **Disability Confident Employer**

Sefton CVS have been awarded the Disability Confident Employer accreditation (previously Disability Two Ticks) in recognition of our commitment to the recruitment, employment, retention and career development of disabled people.



**What we mean by disability:** The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

**Guaranteed Interview:** The Disability Confident Employer accreditation includes a guaranteed interview for any disabled applicant who meets the common and specific requirements for a job.

**How to apply:** If you feel you are eligible for a guaranteed interview under the Disability Confident scheme, please complete and return the form found at the end of the Job Application document.

### **Additional Information**

Unfortunately, owing to the number of applications received, it is not possible to offer individual feedback to candidates who have not been shortlisted.

If you have not been contacted within 2 weeks of the closing date, please assume that you have not been shortlisted on this occasion and please accept our thanks for your interest.

## **PERSON SPECIFICATION**



The post-holder will need to demonstrate that they have the skills and experience in each of the following areas and will be required to respond to each of the requirements listed below.

## Essential Requirements

- Experience of working or volunteering with children and young people with Special Educational Needs and Disabilities (SEND)
- Experience of project coordination
- Experience of finance monitoring and reporting spend
- Experience of line managing staff and volunteers
- The ability to travel independently throughout the borough

## Desired Requirements

- Experience of writing funding applications
- Qualified to degree level in related subject such as Youth and Community or Disability studies or similar experience.

## Common Requirements that are essential for all Sefton CVS posts

### Personal Skills

- High levels of emotional intelligence.
- Ability to use own initiative.
- Self-motivated and resilient.

### Communication Skills

- To effectively communicate with different groups and individuals in various situations.

### Interpersonal Skills

- To be able to form good working relationships with people from a wide range of social, cultural and ethnic backgrounds to enable you to achieve your goals and also to promote the reputation of Sefton CVS.

### Organisational Skills



- To be able to plan and organise your own workload and manage your time.
- To be able to set up and maintain appropriate systems for the management and accurate recording of your work and the progress of others.

### **Team Working**

- To be able to contribute to the Sefton CVS team and its overall effectiveness.
- To share skills, expertise and ideas with other CVS projects.

### **Information & Communication Technology**

- Fully IT literate; to be able to use Microsoft Office software such as Outlook, Zoom, Word and Excel independently and effectively.

### **Equal Opportunities**

- To be committed to and understand equality, inclusion and diversity practice and implementation in the workplace.