

Bonny Downs Community Association

**Active & Connected Project Coordinator**

**HOURS:** 14 hours per week

**PAY:** £17.354 per hour (£32,486.688 pro rata)

**CONTRACT LENGTH:** Fixed term to 31st December 2020

**RESPONSIBLE TO:** Senior Leadership Team Member for Digital, Technology, Marketing & Data Management

**RESPONSIBLE FOR:** Volunteers, session instructors and course facilitators

**WORKING WITH:**  Staff and Volunteers across BDCA and a variety of staff and volunteers in partner organisations including: local GPs, Newham Clinical Commissioning Group, Newham NCT, Job Centre Plus, Skills Enterprise, Steer Foundation and University of East London.

**AIMS OF THE POST:**

In line with the funding agreement between BDCA and Building Connections, the post holder will oversee our volunteer development programme and inclusive community–building activities in order to help disadvantaged and ‘harder to reach’ adults in Newham who are experiencing, or are at risk of, loneliness so they can achieve a sense of purpose and belonging.

The programme is open to all adults in Newham but specifically targeting groups identified as at increased risk of isolation and inactivity: older people, parent/carers, unemployed people, people with ESOL, men and BME women. The programme will strive to:

• Break down barriers – reducing the stigma surrounding mental health, limiting financial barriers to participation and addressing language barriers and digital exclusion.  
• Bring people together – creating regular opportunities for people from diverse backgrounds to meet, form peer support networks and get physically active together.  
• Build people up – through upskilling, confidence building and helping people move from service users to service contributors through user steering groups and volunteering.

**MAIN DUTIES AND RESPONSIBILITIES:**

Bespoke volunteering programme

* Carry out meetings to induct and train each volunteer so they can be plugged into the wide range of volunteer placements available across BDCA’s community projects that appeal to people with all levels of skill and time capacity.
* Conduct 1–2–1 volunteer support sessions so they can grow to become confident, capable, connected contributors in their local community. Meetings will include: goal setting, measuring personal development progress, confidential signposting, connecting people to others with shared passions and gathering insights into emerging local needs and opportunities.
* Work with BDCA’s Elders team to launch a new volunteer-run befriending/outreach where suitable DBS checked volunteers will be supported to visit extremely isolated housebound elders and assist them with tasks such as online grocery shopping.
* Work with BDCA’s Designated Safeguarding Officers to arrange DBS checks for volunteers if their roles legally require this.
* Work with BDCA’s wider staff team to organise annual volunteer appreciation events.

Coordination of inclusive community activities

* Oversee delivery of 4 existing sports groups (walking football, women-only work out class, intergenerational yoga class and chair-based exercise) in partnership with BDCA’s Elders, Children & Families and Sports Project teams.
* Oversee the delivery of 2 skills development courses (conversational English and basic online computer skills) in partnership with Skills Enterprise.
* Book and arrange payment for external instructors/course facilitators.
* Welcome and build trusting relationships with new participants.
* Inform participants about other BDCA services and activities which may meet their unique needs.

Participant recruitment

* Liaise with strategic referral partners including local GPs, universities, job centres and family support charities.
* Work with BDCA’s Marketing team to raise awareness through a broad range of marketing methods including newsletters, flyers, social media and website.

Monitoring and Evaluation:

* Capture outcome evidence throughout the project including user registration forms, session registers, photos and videos.
* Conduct user consultation exercises throughout the project including before and after surveys, verbal feedback and focus groups.
* Store monitoring evidence securely on the Upshot database in line with GDPR and Privacy policies.
* Undergo annual appraisals, quarterly ‘Project MOT’ meetings, monthly 1-2-1 staff support meetings and monthly team meetings with peers from across all BDCA departments.
* Assist external assessors from Compost London to conduct project evaluations.
* Disseminate learning with our MP, local counsellors and third sector organisations through relevant local forums.
* Invite and support Social Sciences students from local universities to conduct academic research on the project impact.

General

* Deal effectively with project correspondence and administration.
* Attend training as required.
* Actively contribute to team meetings.
* Contribute to the production of promotional literature for the project and BDCA generally in order to encourage participation and ensure a wide understanding of the services of the organisation.

Health and Safety

The post holder shall ensure that the duties of the post and those staff the post holder is responsible for are undertaken with due regard to BDCA’s Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation

Public Relations

Bonny Downs Community Association attaches considerable importance to the public relations aspect of its work. It is therefore essential to develop and maintain professional working relationships with members, parents, colleagues and other relevant professionals from partner organisations both statutory and voluntary/community.

Equal OpportunitiesBonny Downs Community Association has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees and volunteers to promote its policies in their work. The equal opportunities policy applies to employment and advancement and all employees will be recruited, trained and promoted on the basis of abilities, job requirement and fitness for that work. No applicant or employee should receive less favourable treatment on the ground of race, co/our, nationality, ethnic or national origin, age, sex, sexuality, marital status, or disability, or be disadvantaged by conditions or requirements that cannot be shown to be justifiable.

Other Duties

It is the nature of the work of BDCA that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises that tasks which are not specifically covered in their job description have to be undertaken as directed by the BDCA Director and Trustees.

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Bonny Downs Community Association’s

**Active & Connected Project Coordinator**

*Person Specification*

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| **Description** | **Desirable** | **Essential** |
| QUALIFICATIONS | | |
| Degree qualified or significant relevant experience | ✓ |  |
| Hold a clean driving license | ✓ |  |
| Current first aid qualification or willingness to achieve one | ✓ |  |
| KNOWLEDGE AND EXPERIENCE: |  |  |
| Minimum 2 years’ experience of managing and developing volunteers, ideally within a community setting. |  | ✓ |
| Knowledge of issues relating to loneliness and marginalization. |  | ✓ |
| Experience of recording user data for monitoring & evaluation purposes. |  | ✓ |
| Experience of taking responsibility for the health and safety of a group and knowledge of relevant health and safety procedures. |  | ✓ |
| Experience of working with the voluntary / community sector. |  | ✓ |
| SKILLS AND ABILITIES: | | |
| Able to liaise and develop effective networks and working relationships with a wide range of partners, individuals and groups. |  | ✓ |
| Strong interpersonal skills. |  | ✓ |
| Experience of using IT effectively within a work setting. |  | ✓ |
| Ability to work effectively as part of a team, but also to work on your own and use your own initiative. |  | ✓ |
| Good administrative and organisational skills with the ability to prioritise tasks and manage time effectively. |  | ✓ |
| Strong written and verbal communication skills. |  | ✓ |
| PERSONAL QUALITIES: | | |
| Ability to build rapport with colleagues and users, particularly to build a sense of belonging and community among participants. |  | ✓ |
| Confident outlook and able to adopt a motivational approach to work and encouraging service users’ involvement. |  | ✓ |
| ATTITUDES: | | |
| Ability to be self-motivated and generate personal workload. |  | ✓ |
| A flexible approach to work, including the willingness to work evenings and weekends if necessary. | ✓ |  |
| Identify with the aims and values of Bonny Downs Community Association |  | ✓ |
| Ability to demonstrate a commitment to the principles of equal opportunities and diversity in service delivery and employment |  | ✓ |