





<p style="text-align: center;"><b>JOB DESCRIPTION</b></p>			
<p><b>JOB TITLE</b></p>	<p>Project Coordinator</p>		
<p><b>REPORTS TO</b></p>	<p>Service Development Manager</p>		
<p><b>LOCATION</b></p>	<p>Thirsk, Richmond and Northallerton</p>		
<p><b>SALARY SCALE</b></p>	<p>NJC scale point 25-28, £23836-26317 (pro rata)</p>		
<p><b>WORKING HOURS</b></p>	<p>25 hours</p>		
<p><b>JOB PURPOSE</b></p>			
<p>The Catalyst Project is Thirsk Community Care’s specialist service that provides support to the most vulnerable women in Hambleton and Richmondshire districts of North Yorkshire.</p> <p>The role of the Project Coordinator will be to manage and deliver the project, providing a pathway of support services including the provision of 1:1 life coaching sessions, coordinating 1:1 volunteer peer mentoring, and facilitating support groups.</p> <p>The Trustees of The Clock and Thirsk Community Care are working together to identify the best way of providing services for local people. All aspects of both charities have been scrutinised and it has been agreed to work towards forming one charity. There is still a lot of work to complete before this happens but in the meantime Abigail Homer will be CEO of both organisations and the organisations work closely together currently.</p>			
<p><b>Key Responsibilities</b></p>			
<p>Project Specific</p> <ul style="list-style-type: none"> <li>• Identify and work with vulnerable women who would benefit from the peer mentor support, life coaching and support group activities and ensure that the flow of referrals lead to successful matches to mentors and support from the project.</li> <li>• Facilitate and deliver intensive and effective life coaching support sessions to identify clients’ personal skills, strengths and ambitions, and to develop and implement plans for engaging in employment, volunteering, education or training to help them toward achieving their life goals and making lasting change.</li> <li>• Manage a rolling caseload of clients to support their progression into employment, training, volunteering and education.</li> <li>• Support the recruitment, induction and training of volunteer mentors.</li> <li>• Ensure all health and safety, safeguarding and risk assessments are implemented.</li> <li>• Lead on generating and maintaining partnerships with agencies and organisations that provide specialist advice and guidance.</li> <li>• Maintain filing systems, case work records etc, ensuring data protection compliance, ensuring all information is accurate and up to date.</li> <li>• Lead on the monitoring and evaluation of the service including provision of grant monitoring information for funders as required.</li> <li>• Provide accurate timely reports for the Thirsk Community Care Executive Committee</li> <li>• Attend and support networking meetings and external meetings as required.</li> <li>• Develop new and build on existing referral partners for the service including Police, Probation Service, GPs, Community Mental Health Teams, Women’s Refuge and voluntary sector organisations that work with vulnerable women.</li> </ul>			

## Organisational

- Work within The Clock's Equality and Diversity Policy through personal example, commitment and action, ensuring fair treatment in employment, service delivery and external communications
- Adhere to The Clock and Thirsk Community Care's policy and procedure on confidentiality and the management and sharing of information; and to work at all times within the established policies and practices of The Clock and Thirsk Community Care
- To work as part of a team across The Clock and Thirsk Community Care and eventually the new single charity
- To co-operate with reasonable requests from management
- To take up arrangements for support and supervision and participate in all relevant internal meetings
- This job description is not exhaustive; it merely outlines the duties and is subject to change in consultation with the postholder.
- The postholder will be required to consent to undergo a Disclosure and Barring Service check.

<p><b>PERSON SPECIFICATION</b></p>		<p>thirsk community</p> 
<p><b>Essential</b></p> <p><b>Due to the nature of the clients we are only accepting applications from women. This is a genuine occupational requirement.</b></p>	<p><b>Desirable</b></p>	
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Working with a range of clients faced with multiple disadvantages including, but not exclusively, individuals at risk of becoming involved in crime, victims of crime including sexual abuse and domestic violence, or who are ex-offenders.</li> <li>• Managing project budgets</li> </ul>	<ul style="list-style-type: none"> <li>• 2 years coaching within a community setting</li> <li>• Working within a prison or for the Probation Service.</li> <li>• Partnership working with public sector bodies and / or not for profit organisations</li> <li>• Project management of service delivery in the public sector and / or not for profit organisation</li> <li>• Management of volunteer teams</li> </ul>	
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Effective service delivery and project management</li> <li>• Ability to work flexibly and autonomously to manage own workload against a project plan and deliverables.</li> <li>• Strong written, verbal and presentation skills, interacting at different levels and across a range of stakeholder groups.</li> <li>• Effective planning, prioritisation and organisation skills.</li> <li>• Good IT skills (Microsoft Office) and experience of using databases</li> </ul>	<ul style="list-style-type: none"> <li>• Funding application processes leading to successful outcomes</li> <li>• Experience of developing management, monitoring and reviewing processes and procedures</li> </ul>	
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Life Coaching level 3 NCFE</li> <li>• Evidence of continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Level 2 Counselling skills NCFE</li> <li>• Relevant management / professional qualification(s) / NVQs</li> </ul>	
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Good understanding of the needs of vulnerable women.</li> <li>• Good understanding of volunteering and how volunteers can effectively support vulnerable individuals</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the criminal justice policy and issues of public, private and voluntary sector services for vulnerable women</li> </ul>	
<p><b>Equality and Diversity</b></p> <ul style="list-style-type: none"> <li>• Proven commitment to equal opportunities and diversity in all actions and experience of applying its principles in the workplace</li> </ul>		