

Job Title: Cameron Project Co-ordinator
Employer: Forres Area Community Trust
Pay Scale: £15,616 plus pension per annum pro rata
Hours of work: 21 hours per week – to be worked flexibly
Responsible to: Development Manager
Contract Length: Currently until 31st August 2022: extension subject to funding

Project Aim

We will continue to develop and coordinate a programme of diverse activities for those living in the Forres Academy Catchment Area that aims to address isolation & loneliness in older people, in particular, those that may be hard to reach.

The befriending aspect of the project involves supporting existing clients and volunteers to reduce the social isolation that individuals may feel. It also involves engaging and supporting new clients and volunteers. The Cameron Project works in collaboration with other FACT work streams, external agencies and organisations.

Project Activity

- Support and develop the befriending scheme
- Provide access to and deliver activities and information in key locations for older people
- Review and develop the next stage of the older persons directory
- Support the aspirations of older people in providing activities and sessions that are not currently available
- Increase the use of the Osprey bus and increase the number of volunteering opportunities in the Forres area for older people
- Reduce isolation and increase social contact for older people in the area
- Develop and consolidate existing and new partnerships with key organisations
- Review the current direction of the Cameron Project, consolidate existing work and identify potential themes for work going forward

Person Specification

Essential

- Excellent interpersonal skills: including the ability to work well with individuals and groups in a cooperative way, the ability to encourage and support others and the ability to network effectively with other key stakeholders
- Experience of working with volunteers
- Good level of computer literacy including Microsoft Office and Google Workspace
- Experience of running groups and/or activities and enthusiasm to find out about and develop new activities
- Knowledge of the relevant requirements and good practice in starting and running activities. Knowledge of the kind of issues which impact on older people and in particular on health, education and social activities would be preferable, basic knowledge of Health and Social Care in Moray and an understanding of the current situation regarding Health and Social Care resources

- Ability to work as part of a team and on their own initiative
- Access to transport
- An organised approach to work and excellent time management skills
- A good standard of written communication and numeracy
- A good understanding of the needs of older people

Desirable

- Experience of setting up or developing a project with a creative and innovative approach to service delivery
- Knowledge of the Forres area and the community
- Experience in working with people in a similar role delivering a programme of activities or outreach work
- The ability to plan and prioritise work

Key Tasks

- Production of written material including newsletters, leaflets, brochures, press releases and contribute to FACT reports
- Monitor and evaluate the success of the project and the engagement of older people
- Networking and developing partnerships with a range of organisations and services
- Review and develop the next stage of the directory of services
- Recruit volunteers and undertake volunteer liaison and rota allocations in collaboration with the team
- Stimulate new/further activity for older people and their carers
- Raise awareness of existing services and signpost as needed
- Develop the befriending/support scheme for older people
- Process PVG applications and ensuring that both volunteers and clients are safeguarded as necessary
- Undertake consultation and open engagement with older people and the community in identifying the changing needs and develop new projects/ work streams going forward
- And any other relevant duties that may arise as the work of the project evolves

This job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing project needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.