



## LINKING LIVES EASTBOURNE JOB DESCRIPTION

<b>Post:</b>	Coordinator
<b>Location:</b>	Eastbourne Area
<b>Based at:</b>	TBD – Eastbourne Town Area
<b>Employed by:</b>	Linking Lives Eastbourne
<b>Responsible To:</b>	The Board of Trustees through their appointed representative/s – the Management Group
<b>Hours of Work:</b>	8 hours per week with some evening / weekend work required
<b>Salary:</b>	Competitive Salary
<b>Term:</b>	6 month Contract with potential for renewal; contract can be terminated via notice by either party

### **SUMMARY AND MAIN PURPOSE OF JOB**

- ❑ To support the development of Linking Lives Eastbourne, a locally based Christian Charity, within the parameters of the National Linking Lives Scheme.
- ❑ To work with the Management Group to ensure the day-to-day safe operation of Linking Lives Eastbourne ensuring that clients, staff and volunteers are well supported and equipped.
- ❑ To work with the Development Worker and Management Group to provide Strategic and Spiritual direction to Linking Lives Eastbourne Scheme in order to reach the agreed aims objectives and outcomes.

### **MAIN OBJECTIVES**

#### Leadership & Recruitment

- ❑ To work with the Management Group and Development Worker in addressing ongoing issues and agreeing future strategy
- ❑ Ensure that volunteers receive the necessary support and supervision to flourish within their roles.
- ❑ Oversee the data protection and legal aspects of the scheme with advice from Linking Lives UK.
- ❑ To build a robust volunteer recruitment scheme

### Management & Administration

- ❑ Ensure the safe and thorough assessment and allocation of Link Friends with suitable volunteers, including sensitive assessment of potential for supporting spiritual needs
- ❑ Oversee the training programme for volunteers and any staff
- ❑ Liaise with the Management Group Member responsible for Safeguarding to ensure that all volunteers are properly vetted by obtaining references and DBS checks and these are kept up to date.
- ❑ Ensure that policies and procedures are circulated to, and followed by, all volunteers and any staff

### Marketing & Communications

- ❑ Liaise with statutory agencies, Churches and other voluntary organisations to ensure suitable referrals are maintained and that the scheme is meeting identified needs.
- ❑ Liaise with Link Visiting and other local/ national charities in order to remain up to date with national and local developments
- ❑ Promote and maintain the Charity's Christian ethos within the Church Community as contact is made

## **KEY TASKS**

### Management & Administration

- ❑ Maintain accurate records in accordance with data protection requirements.
- ❑ Compile and return Link Linking Lives UK reports and necessary monitoring reports to grant-making bodies and other interested parties
- ❑ Ensure compliance with the Linking Lives Agreement and Linking Lives Core Process Guide

### Project Development

- ❑ Work with the Development Worker to organise and support occasional events and activities as required. This may involve evening and weekend working.

## **ESSENTIAL SKILLS OR ATTRIBUTES**

- ❑ Excellent interpersonal skills (verbal and written) including the ability to relate effectively with Core/ Affiliate Churches, Volunteers and Statutory Agencies
- ❑ Experience of managing people within a service environment with focus on achieving the standards required when providing a high quality of care.
- ❑ Excellent understanding of confidentiality and professional boundaries
- ❑ Ability to work independently, prioritise workload and manage a caseload with timescales and targets
- ❑ Ability to handle difficult situations with sensitivity
- ❑ Commitment to equality and diversity
- ❑ Competent computer skills
- ❑ Sympathy with the Charity's Christian Ethos

**DESIRABLE SKILLS OR EXPERIENCE**

- ❑ Experience of managing volunteers and working with older people in either a paid or voluntary capacity
- ❑ Experience of working autonomously across different groups & organisations, setting targets and measuring progress against goals.
- ❑ Full driver's licence and use of a car