



Projects Co-ordinator

Job Description

Role: Part Time Projects Co-ordinator (maternity cover)

Location: Fortrose, additional travel may be required

Salary: £19,100 pro rata

Hours: 18 per week

Pension: NEST – Workplace pension

Reports to: Vice Chairman or other nominated Trustee

Annual Leave: 28 days pro rata (inclusive of public holidays)

About Black Isle Cares (BIC)

Black Isle Cares was established as a charity in 2015 to identify the needs of the more vulnerable members of our local communities and to support the delivery of services, increase provision and empower our local people to remain in their homes longer and enjoy a more inclusive and healthy lifestyle.

BIC currently provides a Meals on Wheels service, a Befriending Service, runs a community garden project, a Sharing Shed, and delivers intergenerational works, amongst other projects of various sizes. Having an established client group who are predominately in the older age group, we fully recognise that the issues of isolation and our rural geography can have a significant impact on the well-being of our communities.

Responsibilities.

The day to day operation of our current and future projects, ensuring these operate effectively and in accordance with funders' requirements; and the maintenance of a committed and active team of volunteers.

Duties include:

Recruitment, retention, management and co-ordination of volunteers across our projects including training, compliance with legal requirements, e.g. PVG, food hygiene, etc.

Co-ordination of client referrals, completion of registration documents to collate client data and requirements, identifying client weekly requirements.

Liaison with food providers in all aspects of meal provision (including performance reviews), and distributing menus to clients.

Compiling weekly rotas for volunteers and distributing accordingly.

Responding to volunteer and client enquiries and addressing issues.

Processing project expenses and invoices and recording client payments.

Maintaining links and referrals to external organisations as appropriate.

Managing on-line and paper filing systems, maintaining files and ensure accurate record keeping.

Providing administrative support to trustees, project leaders and other staff.

Sourcing purchasing and maintaining stationary, equipment, volunteer and other relevant supplies.

Upkeep of office e.g. cleaning and arranging required repairs.

Preparing report for trustees.

Co-ordinating volunteer meetings and other events, harnessing volunteer skills.

Developing and distributing marketing material e.g. leaflets, posters.

Preparing BIC newsletter, updating social media platforms and website maintenance.

Ensuring personal development by identifying training needs in order to meet needs of post.

Ensuring confidentiality is maintained and respected within Black Isle Cares Projects.

This list is not intended to be exhaustive and you may be asked to perform other duties to support the delivery of the organisation's services.

Application process

To apply please download an application form, complete and return by **16th May 2022 at 12 noon**.

Appointment is subject to a successful Protection of Vulnerable Groups Scheme Record and use of own car is essential.

Please note that **interviews will be held on Tuesday 24th May** in the Black Isle Cares office in Fortrose.

Candidates being invited for an interview will be notified by the **18th May**.

Please ensure under the section general comments that you clearly describe your experience of intergenerational practice, training and volunteer recruitment.

Applications should be emailed to admin@blackislecares.com or sent to:

Anne McDonald
Black Isle Cares
Black Isle Leisure Centre
Deans Road
Fortrose
IV10 8TJ

Qualifications, Training and Experience	Essential	Desirable
Experience in Finance management and Finance software		D
Experience of working with volunteers		D
Knowledge of Data Protection Legislation and good practice		D
Knowledge of the Third Sector	E	
Competencies		
Excellent communication and interpersonal skills	E	
Good organisational and IT skills appropriate to level of role	E	
Ability to problem solve, prioritise tasks, meet deadlines and delegate effectively	E	
Proven ability to work effectively with partnership agencies	E	
Personal Qualities		
Committed, effective and co-operative	E	
Open and empathic	E	
Self-motivated and with the ability to motivate others	E	
Flexible and responsive approach with ability to adapt to meet the needs of the organisation	E	
Commitment to equal opportunities and anti-discriminatory practice.	E	
Commitment to ensure confidentiality is maintained at all times and promoted across all projects.	E	
Special Requirements		
Ability to travel within and out with the Black Isle area	E	
Workplace flexibility between home and office		D

Enquiries to: admin@blackislecares.com

Black Isle Cares, Black Isle Leisure Centre, Deans Road, Fortrose, IV10 8TJ
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