**DOMICILIARY PROJECT COORDINATOR  
JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Hours** | **32 hours equivalent to 4 days/week** |
| **Salary** | **£18,000 - £20,000 p.a. pro rata** |
| **Start Date** | **June 2017 (flexible)** |
| **Contract Length** | **2 Years and 6 months** |

As our Domiciliary Project Coordinator, you will work with older people and their relatives or friends to understand the older person’s individual learning needs and objectives. You will recruit and support volunteers who will work one-to-one with older people on their interests through a series of weekly visits to the home of the older person.

You will have experience of ‘older old’ or ‘fourth age’ people as well as an understanding of the issues that affect them. You will have experience of training and supporting others. You will engender trust and confidence upon meeting someone new and you will be able to negotiate with people, including arranging payments. You will act with integrity at all times and possess great empathy for the older people and the challenges they face. You will be firmly committed to improving quality of life for older people and our volunteers, be well organised and willing and able to travel throughout the city and county, including to remote areas if required. You will excel in a team whilst being able to work well on your own and you will report regularly about your work to your line manager, the L4A Board of Trustees and the funder as required.

Learning for the Fourth Age is a small charity with no central office, and the post requires lone working and home working, but with regular staff team meetings and one-to-ones with your line manager. This post requires a full UK driving license and access to a car. This post is home based but required to travel throughout Leicestershire. This post is subject to a satisfactory DBS check and two satisfactory references.

**MAIN RESPONSIBILITIES**

1. Lead, develop and grow the domiciliary services of L4A, working in liaison with the L4A team, our volunteers, relatives or friends, other partner organisations and stakeholders.
2. Recruit, support and manage volunteers to work one-to-one with older people as learning mentors.
3. Establish positive working relationships between older people and volunteers, and negotiate with them about how to best support and match them based on their individual interests and skills.
4. Monitor and report on the work to the board of trustees, the funder (Esmée Fairbairn Foundation) and the L4A team as required.
5. Maintain existing and develop new, effective relationships with volunteering bureaux, domiciliary care providers, the board of trustees, funders, external consultants and other stakeholders.
6. Contribute to effective team working across the full range of L4A activities, and contribute to L4A policy, and wider national policy, in conjunction with the L4A staff team.
7. Undertake any other duties reasonably required by L4A.

Legislative Requirements

1. All staff must conduct themselves in accordance with their responsibilities under the Health & Safety at Work Act 1974.
2. The post holder will, at all times, perform the duties with due adherence to all organisational policies and procedures.
3. Job descriptions are subject to review as required to meet the needs of L4A.

Please apply by sending your CV and short covering letter to:

[applications@L4A.org.uk](mailto:applications@L4A.org.uk)

If you would like to talk informally about the role and L4A or if you have any questions, please get in touch with Melissa March on 07545 842 315 or [melissamarch@l4a.org.uk](mailto:melissamarch@l4a.org.uk)

CLOSING DATE: Tuesday 2nd May 2017 at 5pm

INTERVIEWS: Thursday May 4th

|  |  |  |  |
| --- | --- | --- | --- |
| **PERSON SPECIFICATION** | Essential | Desirable | Application or Interview |
| * Degree level (or equivalent) |  | √ | A |
| * GCSE level literacy and numeracy | √ |  | A |
| * IT competence in MS Office (Word, Excel, PowerPoint, Outlook) | √ |  | A / I |
| * Ability to develop team goals and objectives |  | √ | A / I |
| * Effective communication and negotiating skills, and evidence of success in building and forming working relationships, and working flexibly, across professional and operational boundaries | √ |  | A / I |
| * Thorough approach with attention to detail |  | √ | A / I |
| * Experience of working with volunteers – managing, recruiting, training, supporting volunteers, retaining volunteers and monitoring performance. Preferably in a paid or full time role |  | √ | A / I |
| * Possess good interpersonal skills with the confidence to deal with a wide range of people, as well as maintaining effective relationships with internal and external stakeholders | √ |  | A / I |
| * Experience of managing others |  | √ | A / I |
| * Experience of social care, social work and/or care sector |  | √ | A / I |
| * Experience of working with older people or of championing issues affecting older people |  | √ |  |
| * Experience or an understanding of the third (charity) sector |  | √ |  |
| * Experience of lifelong learning sector |  | √ | A/I |
| * Excellent organisational skills with the capacity to multitask, manage a range of very varied tasks at any one time | √ |  | A / I |
| * Experience of liaising with funders, maintaining relationships with funders and reporting to funders |  | √ | A / I |
| * Ability to engender trust and confidence, and demonstrate integrity in the provision of activities and training | √ |  | A / I |
| * Previous teaching or mentoring experience |  | √ | A / I |
| * Enthusiasm for the cause and empathy for the beneficiaries | √ |  | A / I |
| * Capacity to work on own initiative, trust instincts and make quick decisions | √ |  | A / I |
| * Previous experience of job evaluation, efficient service delivery and performance measurement systems | √ |  | A / I |
| * Demonstrable experience of strong project management skills | √ |  | A / I |