



POST SPECIFICATION

Title:	Community Development Project Co-ordinator
Reporting to:	Chief Executive
Responsible for:	Helping the Deaf Community to bring about social change, improve the quality of life in their local area and empower them
Hours:	30 hours per week (full time is 37 hours per week)
Salary:	£23,698 per annum pro rata
Contract:	This position is offered as a fixed contract until April 2019 but may be extended further subject to grant renewals
Pension:	Company pension scheme
Location:	217 Duke Street, Barrow-in-Furness, LA14 1XT
Leave:	23 days plus 8 bank holidays per year
Review:	Where applicable this post is subject to a six month probationary period.

Purpose of the post

Based in our Barrow-in-Furness Centre, the post holder will be suitably skilled, qualified and experienced to co-ordinate and expand our Community Development service for the Deaf community. Delivery of services through the Community Development Project Co-ordinator role should improve the quality of life for those in receipt of those services. In particular, the Community Development Project Co-ordinator will work with D/deaf and hard of hearing people in Cumbria to retain or regain their independence within the local community.

Key job tasks of the Community Development Project Co-ordinator are to

- identify the Deaf community's assets, needs, opportunities, rights and responsibilities
- plan what they want to achieve and take appropriate action
- develop and manage activities and services to generate aspiration and confidence
- act as the link between the community and a range of other local authority and voluntary sector providers, such as the police, social workers and teachers
- address inequality and cultural, economic or geographic disadvantages
- identify and submit funding applications
- develop and deliver educational programmes including Deaf Awareness and Sign Language
- support engagement with their local community and develop and maintain social networks
- act as the lead professional when appropriate to do so

- provide a wide variety of information, advice and advocacy on issues relating to the community's well-being and life choices
- provide face to face support and other interventions to reduce social isolation and create improved opportunities for social engagement
- refer in to other agencies as required to meet the needs of the people being supported
- have a comprehensive understanding of services available in the geographical area
- work closely and maintain regular contact with partner agencies from the third and public sectors and keep abreast of developments across adult social care and health
- maintain an excellent knowledge of data protection policies and procedures and ensure data recording, management and document handling are consistent with required standards
- actively support relevant volunteers in training, recruitment and ensuring that volunteers enjoy a safe, supported and personally satisfying work experience
- participate in duties outside of normal office hours as required
- produce and maintain comprehensive records to comply with internal and external reporting requirements
- attend, as required, regular team meetings to share ideas and experience and help identify any gaps in service provision
- identify areas for further training and development, undertaking relevant courses and qualifications as required
- awareness of and compliance with all statutory safeguarding requirements
- operate in accordance with all Cumbria Deaf Association's policies and procedures

Job Working Circumstances

- working with vulnerable clients of all ages
- working with diverse client groups
- unpredictable demands and disruption to planned work
- some lone working
- travel around Cumbria
- full driving licence required with access to own car for business use

Health and Safety

The post holder is required to carry out the duties in accordance with Cumbria Deaf Association's Health & Safety and Equality policies and procedures, and other statutory legal regulations and requirements.

Diversity

The Community Development Project Co-ordinator is required to have due regard to equal opportunities at all times, and to work in a fair and reasonable manner towards all people, ensuring service standards are maintained for all cultures.

**COMMUNITY DEVELOPMENT PROJECT CO-ORDINATOR
PERSON SPECIFICATION**

ESSENTIAL	DESIRABLE
Knowledge of the role of Statutory Services in the provision of services to D/deaf and Hard of Hearing adults	Experience of working with people in a group setting
Ability to identify provision of services within rural areas	Experience of monitoring and evaluation
Ability to communicate in a range of methods to Deaf, deafened, deafblind and hard of hearing people	Knowledge and ability to source and retrieve information
Teaching skills and qualifications (including Deaf Awareness and Sign Language)	Good knowledge of the urban and rural areas of Cumbria
Empathy with and understanding of the needs of D/deaf and Hard of Hearing people	Good IT skills
Good standard of education and good written and verbal presentation skills	Experience in referring and signposting clients to appropriate services
Successful experience of applying for grant or statutory funding	Experience working within the third sector
Ability to support volunteers within their day to day roles	
Full driving licence and use of a car, willing to travel to rural / isolated areas.	
Experience of working with D/deaf and Hard of Hearing adults	