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| **Safe and Secure Homes project Co- Ordinator** |

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| **Job Title** | **Safe and Secure Homes Co-ordinator** |
| **Hours** | **30** |
| **Salary** | **£19,845** |
| **Term** | **2-year fixed term contract** |

**Background**

Northfield Community Partnership is a charity working in partnership to deliver a range of services from their Community HUB in Northfield Town Centre.

The Project is a charity working to prevent Homelessness and Improve lives.

NCP and the Project have been awarded joint funding from Birmingham City Council as part of their Prevention and Community Grants Program to deliver a 2-year innovative Older Persons project across South West Birmingham with a focus on prevention.

The Future Proof project will deliver specific services and interventions for the over 50s.

**Job Purpose**

To support the delivery of the ‘Future Proof ‘project by co – ordinating the safe and secure homes scheme.

Working with identified older people to offer a small odd jobs & gardening scheme. Working with volunteers to train and oversee volunteer placements, supervising them to deliver and support the delivery of the work.

Making referrals with older people to the wider services of the local community, NCP, The Project and the Future Proof Project.

Enabling Isolated Older people to remain independent through a range of measures provided by the Future Proof Project. Working closely with the Future Proof Volunteer co-ordinator and the NCP and Project team.

Co-ordinating a food bank delivery service, making deliveries to older people and ensuring collections of food from designated business partners are manged in a timely manner.

**Main Tasks**

* To be the main contact for referrals assessing suitability for the service and risk as well as performing some of the DIY, gardening jobs. To include fitting handrails, fitting smoke alarms, carbon monoxide monitors, key safes, chain locks, and peep holes. To fit shelves, assemble flat packs change lightbulbs, hang blinds and curtains. Their will be the potential for any other small DIY job that does not include plumbing, carpentry or decorating.
* To carry out basic gardening, cutting lawns and making the garden accessible.
* To mange a case load of clients who are eligible for the service, giving information by phone, email, letter face to face at the client’s home.
* Perform a checklist of need for the wider services of the future proof project with client and making referrals into the wider services of the scheme.
* To monitor the impact of the service on the client’s well-being and follow up appropriately
* To identify ways of joint working with stakeholders to promote the scheme and to devise and implement ways of reaching isolated communities of older people with needs
* To ensure that accurate records are maintained, the client database is kept up to date and that requests for contract monitoring information are fulfilled, contributing to reports when required.
* To work closely with the Volunteer – Co-ordinator in order to recruit the right number of volunteers to cover the need for the service.
* To ensure that the project policies and procedures are adhered too
* To mange all of the volunteers when working in client’s homes, including support and regular supervision, making sure training needs are met
* Undertake risk assessments relevant to the odd job or gardening scheme, ensuring health and safety requirements are fulfilled for staff volunteers and clients.
* To ensure the smooth co-ordination of the food delivery service, ensuring deliveries are met on time, and timely collections are made from donators.
* To ensure the health and safety guidelines are followed and in case of the tools needed to perform a task, that they are suitable for the job and volunteers know how to use them safely
* To ensure – that within the budget- we purchase and maintain the equipment and materials to carry out the tasks effectively
* To promote the work of the Future Proof Project
* To undertake work and supervision as determined by your line manager
* To attend meetings and participate in events.
* Undertake any other duties that from time to time may be reasonably required.

**Job Specification**

**Essential**

* An understanding of the factors affecting older people’s lives, especially with regard to mobility, isolation and keeping independent.
* Experience of working with volunteers and or working and providing training to other employees (apprentices etc)
* Able to work under pressure and meet deadlines
* Computer literate, able to use email, the internet and web searches as a minimum and input data.
* Experience of working effectively in a small team and able to work under own initiative as required.
* Excellent communication skills, with the ability to empathise with a wide range of people with differing needs.
* Experience of Multi – agency working with the ability to build creative links with partners.
* Experience in assessing small DIY jobs and gardening work.
* A good level of practical skills including using practical tools and handling basic machinery.
* A flexible attitude towards the working environment
* Be reliable and able to be an effective team player.

**Desirable**

* Health and safety qualification
* Experience of writing risk assessments
* Experience of training
* Experience of working with volunteers
* Experience of working in the voluntary sector