

JOB & PERSON SPECIFICATION



JOB DESCRIPTION

Job Title:	Community Development Coordinator
Service:	Abbott Lodge
Reports to:	Service Manager
Responsible for:	N/A
DBS check	Enhanced with Adults Barring list check

Job Purpose:

At Saha we are dedicated to providing comprehensive, good quality housing services, support and resettlement for people who are or who have recently experienced homelessness.

The Community Development Co-ordinator will work closely with the team and residents to develop the community work of Abbott Lodge helping to improve the health social and welfare outcomes of the service. This will involve developing both internal community activity and outreach work increasing Abbott lodges presence in the local community. They will also engage creatively with partner organisations who provide meaningful activities, education, training and health and wellbeing opportunities.

They will be expected to raise both financial and practical resources to make these activities and post sustainable part of the work of Abbott Lodge.

Main duties and responsibilities:

- To liaise with residents to enable the development and delivery of a program of in-house meaningful activities based on client need and aspirations across the services.
- To liaise with the community and other organisations to develop Abbott Lodge's resources and activities that benefit those living in the local community.
- To head up local community fundraising activities to generate enough income to cover the costs of the community development coordinator post and ongoing service and community activities.
- To recruit and support Volunteers and Student placements to enhance the work of Abbott Lodge
- To ensure information is readily available and widely published within the services that current and new residents are made aware of and enabled to attend, activities available both in-house and within the community
- To assist support workers and service manager in developing the voice of the residents in all aspects of the life of Abbott Lodge
- To regularly review the program of in-house activities to ensure it continues to meet client need and aspirations and is adequately resourced
- To assist the staff teams and volunteers with the facilitation of 1:1 and group meaningful activities, where required



- To identify partner agencies and organisations who provide meaningful activities, education, training, and employment opportunities, relevant to individual client need and engage them in the program of activities delivered at Abbott Lodge.
- To work in partnership with the Support Workers to address clients' feelings of isolation and social exclusion whilst breaking down barriers by (not an exclusive list)
 - ensuring a holistic support package is provided to clients
 - encouraging client involvement in the community
 - supporting delivery of Passport to Independence and AQA Modules
- To engage with community events, meetings, and forums and, where appropriate, encourage client involvement
- To engage with clients and the local community utilizing Social Media platforms to promote activities and communicate with clients in the service.

Related activities:

- To develop and maintain good professional working relationships with internal colleagues and external service providers creating close and productive partnerships in order to aid the provision of good quality support services and create a professional image of Saha
- To work within Saha's safeguarding policy and procedures, ensuring a person-centred and contextual approach to safeguarding and that appropriate action is taken in order to safeguard the wellbeing of children, young people and adults at risk, protecting them from harm whilst respecting their rights, wishes and feelings
- To be consciously aware of and use Saha safeguarding and health and safety rules, dealing with and / or reporting issues in accordance with local requirements
- Verbal and written reporting and maintaining Saha system requirements for creating and storing client records, reports and measuring outcomes
- Working within a rota system that can be flexible based on your availability, which will include some evening and weekend shifts. Also participation in an on-call rota system with the staff team may be required during periods of staff shortages and you may occasionally be required to attend the service to cover shifts.
- To participate in essential training, role related training and to work in accordance with all relevant Saha regulations including, for example the Code of Conduct, Equality, Diversity and Inclusion, Safeguarding, Health and Safety and Information Security.
- To fulfil the role by being adaptable and flexible to the overall activity that is necessary to be successful and effective.
- To fully align with Saha values and behaviours and to adopt an strength based 'advantaged thinking' perspective through language, conduct and behaviour.

PERSON SPECIFICATION

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Aptitudes / Abilities:

- Proactive and self-motivated with a can do attitude
- Demonstrable empathy with the client group
- Confident and capable communicator with the ability to inspire, engage and challenge
- Great verbal, written and influencing skills
- Ability to use a computer, eg Microsoft packages and capacity to successfully navigate support packages used by Saha
- Able to be flexible with working hours to accommodate a working rota in conjunction with the needs of the service and team members
- Willingness to take part in outdoor/residential activity on occasion
- Ability and willingness to travel between service locations
- Ability to plan forward, prepare and deliver life skills sessions

Experience / Interests:

- Experience of or knowledge related to working with homeless people
- Proven capacity to deal successfully with difficult and complex situations
- Track record of successful working with local community and voluntary sector, partner agencies and recruiting, inducting and supporting a range of volunteers
- Delivering activities (1:1 basis and group setting) with positive outcomes for clients
- Successful fundraising experience at a local community level
- Working knowledge of legislation and compliance requirements including Safeguarding, Care Act, Health and safety.
- Capacity to understand individual action plans, personal development programmes and need and risk assessment

Values and behaviours:

To be successful in this job you need to be fully aligned with our values and behaviours. They mean a lot to us. They help define how we should all work and this helps us to stand out from other providers and employers. Please see overleaf.

Saha SPIRE Values

Servant Leadership

We help people thrive

We set high benchmarks with an encouraging and supportive leadership style

Passion

We love our work

We invest in the lives of residents and fight to do better for them

Inclusion

This is a team effort

We provide an environment where everyone has a sense of belonging and feels respected and valued

Respect

We show respect for all

We create a place where residents, colleagues and partners are all encouraged to contribute

Effectiveness

We find a way

We deliver meaningful change and are committed to achieving our objectives

The Four Pillars

Our Practices

Building for and serving customers

Our Places

Investing in decent, safe, and affordable homes

Our People

Being an employer of choice

Our Pounds

Achieving value for money and financial resilience