



## Role Description

Job Title:	Regional Project Coordinator (Community Assistance Project)
Location:	Home based with potential office space in a partner office, covering the South and South East Wales Region
Contractual Status of Role:	Full time, 35 hours per week Fixed term until March 2025
Job Title of Line Manager:	Service Manager
Job titles and number of direct reports:	Regional Project Officer (1) Regional Volunteer Officer (1)
Job Purpose:	<p>To develop and ensure delivery of a regional framework for the delivery of the Community Assistance Project across the region of south and south east Wales.</p> <p>Ensure provision of interventions and support for older people to help them participate in and connect to their community with the support of trained volunteers in a number of ways.</p> <p>Ensure the service meets the need of older people to be able to access local services and participate in their communities through advice, practical help and emotional support thereby supporting the foundational economy.</p>
Main Responsibilities:	<ol style="list-style-type: none"> <li>1. Provide opportunities for building resilience and confidence with prevention pathways for older people at an individual and community level through co-produced, empowering support plans. This will provide support to reduce the likelihood of crisis and mitigate pressure on higher level support services.</li> <li>2. Provide line management support to the Regional Project Officer and Regional Volunteer Officer.</li> <li>3. Oversee and have overall responsibility for all case work undertaken by the volunteers and managed by the staff in the region.</li> </ol>

	<ol style="list-style-type: none"> <li>4. Ensure the regional outcomes for the project are achieved and to support the staff in the region to meet their targets.</li> <li>5. Take a strategic approach to working with all regional project partners, and to seek out and develop opportunities for referral pathways and to publicise and promote the Community Assistance Project through a range of methods and with a range of stakeholders.</li> <li>6. Oversee and ensure the recruitment of volunteers and referral of service users into the project.</li> <li>7. Produce regional reports, good practice guides, toolkits and awareness materials as required.</li> <li>8. Ensure the project has a high profile across the region by promoting and cascading information, including real-life examples of positive intervention through all available methods.</li> <li>9. Ensure and maintain accurate and up to date records utilising our case management system and other databases, relating to all aspects of the service in the region to provide for the effective monitoring and evaluation of the project.</li> </ol>
<b>Person Specification</b>	<b>All the listed criteria are essential unless stated otherwise.</b>
<b>Experience</b>	<p>The ability to demonstrate experience of:</p> <ul style="list-style-type: none"> <li>• Working with others to deliver successful projects and services in a co-productive way.</li> <li>• Recruiting, managing and working with volunteers.</li> <li>• Establishing and maintaining productive collaborations.</li> <li>• Running meetings and events.</li> <li>• Networking.</li> <li>• Negotiating at a range of levels both in and outside the organisation.</li> <li>• Marketing and promotion.</li> </ul>
<b>Knowledge</b>	<p>The ability to demonstrate knowledge of:</p> <ul style="list-style-type: none"> <li>• Issues affecting older people in Wales and barriers to accessing support.</li> <li>• Proven strategies for improving holistic wellbeing and resilience in older people.</li> <li>• Service planning and development.</li> <li>• Local services in the public or voluntary sector.</li> <li>• Diversity of the cultures, environments and communities in which older people and carers live</li> </ul>

Skills/Ability	<ul style="list-style-type: none"> <li>• Proven ability to successfully manage a team of volunteers to deliver project outcomes.</li> <li>• Demonstrate high calibre communication skills (verbal and written) with the ability to use these for developing partnerships, negotiating and influencing.</li> <li>• Ability to think creatively and generate and develop innovation within this role</li> <li>• Ability to use own initiative.</li> <li>• Ability to manage self and others.</li> <li>• Ability to inspire and motivate others.</li> <li>• Ability to oversee organisation of work from plan to execution.</li> <li>• Make cost effective use of limited resources.</li> <li>• Adapt to changing circumstances, multitask and make decisions based on new priorities and demands.</li> <li>• Prioritise work and deal with competing or conflicting demands/needs and interests.</li> <li>• Promote programme aims and objectives.</li> <li>• IT literate including data management.</li> <li>• Ability to speak Welsh (Desirable).</li> </ul>
Qualifications	Relevant qualifications or experience in subject area.
Additional Circumstances	<p>This post requires an Enhanced Disclosure and Barring Service check.</p> <p>The role holder will be required to provide a car for business use and some occasional travel across Wales may be required. There may be occasional requirements to work evenings and weekends - these will be planned in advance.</p>
<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• This role description is not intended to be exhaustive in every respect, but rather to clearly define the fundamental purpose, responsibilities and dimensions for the role. Therefore, this role description does not describe any individual role holder.</li> <li>• In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated by line management.</li> </ul>	

<b>Role Description Agreement</b>		
Signature of Job Holder	Print Name	Date

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**July 2023**