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| JOB DESCRIPTION |
| Job Title | Project Co-ordinator (Genesis Project) |
| Contract Type | Initially Fixed Term until October 2025  |
| Hours to be Worked | The full-time standard working week at Urban Outreach Bolton (UOB) is 9.00am – 5.00pm Monday to Friday with a 1-hour lunch break. Some work outside these times may be required. Full-time ideally, but part-time may be considered. |
| Place of work | The principal place of work is currently ‘Environ House’, Salop Street, Bolton. The post-holder will however be required to work at various other operational locations within Bolton as deemed appropriate for the execution of specific duties.  |
| Directly responsible to | The Adult Services Team Leader. |
| Directly responsible for | Project co-ordination.  |
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| **Summary of Role:**This post is funded by the government Department for Levelling Up, Housing & Communities (Homelessness and Rough Sleeping).The post-holder will work closely with the Adults’ Team leader and Genesis project worker to co-ordinate the project and support those who are impacted by homelessness and are otherwise disadvantaged and vulnerable. The job involves making presentations to groups – promoting the work that UOB and others are doing to address poverty, homelessness and disadvantage across our town and encouraging broad-based involvement. The post provides a leading and supportive role in planning activities and groups for the project and facilitating the relationship between mentors and those engaging in the project.The post-holder will support the UOB Leadership Team in developing and promoting volunteering and mentoring opportunities which meet the needs and expectations of our service users and our partner organisations alike. The job involves forming trusted and enduring professional relationships, communications including making presentations, data management and front line working with those who are disadvantaged and vulnerable.**Operational Context:**Primarily, the post-holder will be responsible for co-ordinating our ‘Genesis Project’. This is a relatively new initiative supporting adult service users who present with a number of difficulties including homelessness. They may present with difficulties arising from substance misuse, poor physical or mental health and/or who are at a heightened risk of offending. Service users we are supporting will be invited to participate in a range of practical therapeutic activities including gardening, cooking, game and craft groups within our Amber Centre and grounds on Snowden Street, Bolton BL1 2PU. The post-holder will be responsible for recruiting, training, supporting and matching volunteer mentors, planning and leading of some activities for the benefit of service users.  |
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| **Main Duties and Responsibilities****The post-holder will:** 1. Plan and structure opportunities and activities for mentors and service users to take part in together.
2. Ensure thorough records are maintained in accordance with project/service specifications and partner expectations. Ensure data security and information-sharing protocols are maintained.
3. Help collect, analyse and report on outcomes, outputs, feedback and other data arising from our work.
4. Support the drafting of news items, take photographs of work interactions and prepare case studies for communication through social media and the UOB website, leaflets and publicity displays.
5. Undertake relevant training and ensure continuous professional development for self and ensure / deliver appropriate and timely training to volunteer mentors alongside the mentoring co-ordinator.
6. Participate in one-to-one competency appraisals, supervision and team meetings.
7. Be familiar with and abide by all the policies and procedures of UOB with particular regard to safeguarding, confidentiality, befriending, health and safety including lone working.
8. Deal promptly with complaints and queries from partners, volunteers, service users, the press or the general public in accordance with UOB procedures.
9. Support other team members as required.
10. Undertake other duties and responsibilities consistent with the objectives of this post.
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| **PERSON SPECIFICATION** |
| ***Please try to show on your CV or application form, how you meet the items on this specification. Your response will be used for shortlisting and interview purposes.*** |
| **Essential Criteria** |
| 1. Demonstrable understanding of and personal commitment to UOB’s charitable objects, mission, vision, aims and Christian Ethos.
2. A good understanding of poverty, homelessness and disadvantage as it impacts on the people and communities of Bolton.
3. Friendly, enthusiastic and supportive. Able to lead and work well as part of a team.

 1. Able to demonstrate personal attributes of honesty, integrity, emotional resilience, empathy, confidence and determination.
2. Excellent oral and written communication and interpersonal skills - including the ability to passionately enthuse others about our work on a one-to-one basis, and to groups.
3. Able to demonstrate good mediation and negotiation skills.
4. Possessing good attention to detail and accuracy in completing tasks in a timely manner.
5. Possessing good organisational skills, the ability to use initiative, to plan and prioritise well for self and others.
6. Good general understanding of safeguarding, data protection, confidentiality and health and safety, and their practical application within this job role and organisations such as UOB.
7. Able to demonstrate good customer service, listening and communication skills – relating well to service users and professionals alike.
8. Digitally literate – possessing good literacy and numeracy skills together with a good working knowledge of computer programmes. Competency in data inputting, monitoring and in report writing.
9. Able to build and maintain good relationships with partner organisations.

 1. Flexibility, a willingness to take on tasks at short notice and an ability to work effectively under periods of pressure.
2. Able and willing to work outside standard working hours as determined by needs of the job.
3. Access to suitable facilities to work undistracted from home as and when required to do so.

**Required Qualifications** 1. This role involves direct work with vulnerable people, requiring an Enhanced Disclosure and Barring Service (DBS) check. We can arrange this.
2. Must have the use of a car (with business insurance) and a full clean UK driving licence.
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| **Desirable Criteria** |
| 1. GCSE grades A – C (9 – 4) in Mathematics and English or equivalent.
2. A relevant occupational qualification.
3. Prior experience in the same or similar job role.
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