



### Job Description

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| Post:           | <p><b>‘Connecting Finderne’ Project Co-ordinator</b><br/>(Temporary, part-time)</p> <p>Project to run from November 2021 until end of March 2022.</p> <p>Immediate start available.</p>   |
| Location:       | Mainly home based, with occasional office time in FDT office at Logie Steading. On a weekly basis acting as Escort for the duration of the community excursion.   |
| Responsible to: | Development Manager   |
| Salary          | £12 per hour, calculated on an annualized basis, paid monthly.  |
| Hours           | Hours of work will be calculated on an annualized basis for the period of this temporary contract based on an average of 14 hours per week; exact weekly schedule to be agreed in advance on a week-by-week basis with Development Manager. |
| Leave           | Over the Christmas/ New Year period no hours will be required to be worked during the period Monday 27 <sup>th</sup> December to Tuesday 4 <sup>th</sup> January 2022 inclusive.  |

**Purpose of Post:**

Finderne Development Trust (FDT) has secured funding from the Scottish Communities Recovery Fund which will enable us to build on and develop the community spirit within Finderne which became apparent during lockdown. The funding allows us to offer a five-month programme of weekly community transport excursions throughout Finderne and surrounding area to all Finderne Community members, including those more vulnerable or socially isolated community members.

**Specific Tasks**

The following is a summary of the main tasks of this post:

- ‘Connecting Finderne’ Project - Planning a weekly programme of short excursions to events, places of interest, and other community organisations within the Finderne and surrounding area, for a group of up to 12 individuals and acting as the Escort/ Co-ordinator for each trip alongside the volunteer bus driver.

- Programme planning to include liaison with various partner organisations and community groups within Finderne and surrounding area, and the planning and co-ordination of specific activities in the case of some weekly excursions.
- Promotion of the 'Connecting Finderne' project throughout the community using a variety of different channels.
- Co-ordination of weekly bookings and ongoing enquiries from Finderne community members.
- Planning optimal weekly pick-up and drop-off routes for each excursion. These will vary each week dependent on who is taking part and the planned excursion destination.
- Recruitment and co-ordination of volunteers to work within the project.
- Organisation of a community concert/buffet lunch for up to 50 community members in December, to include everyone who has also taken part in the excursions.

### **Person Specification**

#### **Essential**

- Excellent communication skills and an approachable manner.
- Experience of working with and supporting people.
- Good basic IT skills, including Word and Excel and preparedness to learn new skills if required.
- Good basic social media skills and preparedness to learn new skills if required.
- Ability to work as part of a team and on own initiative.
- Good organizational skills with the ability to plan and prioritize workload.
- Must be able to work hours flexibly during the week in terms of the planning and co-ordination of bookings for weekly excursions; some weekend working will be required in the case of some excursions.

Flexibility will include being able to check email and telephone enquiries at least every other day during the working week, Monday to Friday, and to aim to respond to all enquiries regarding excursions ideally within a 24-hour period.

**Desirable:**

- Good background knowledge of the Finnerne community area.
- Experience of working with volunteers and/or of volunteering.
- Experience of collaborative working and the ability to motivate others.
- Basic First Aid training, or willingness to undertake such training.
- Walk Leader training, or willingness to undertake such training.
- Previous work experience with older people and those with mobility issues.
- Access to own transport.