## Job Description

1. **Post Details**

**Job Title:** Community Coordinator

**Hours:** 30 hours weekly generally Mon-Fri. Evening and weekend work will be necessary occasionally. No overtime will be paid, but time off in lieu can be taken as agreed with the line manager

**Probationary Period:** Six months

**Notice to Finish:** See contract

1. **Supervisory Responsibilities**

**To Whom:** Disability Direct Nottingham Management Committee, Senior Management

**For Whom:** Volunteers, trainees and student placements at Disability Direct Nottingham

1. **Purpose of Post**

* To work with the project team in/with local communities to identify areas which negatively impact on their daily living.
* To work with individuals and/or groups to provide self-help style sessions and materials
* To recruit, train and supervise volunteers
* To research, answer and provide information on a variety of general information related enquires – office, telephone, emails and through roadshows.
* To assist in the development and promotion of peer support activities.
* To create and maintain links with other organisations
* To keep up to date with other support agencies across the city and county and disseminate information to the rest of the team as necessary

**4. Main Responsibilities & Duties of the Post**

1. Answer general queries and provide information on a wide range of disability/age and/or caring issues
2. Research the availability of new services and provisions specific to the needs of disabled and older people and their carers/families both locally and nationally
3. Ensure all information is kept up to date and in adequate supply
4. To provide service in person at the Disability Direct office, over the telephone / minicom, via e.mail, roadshows and a home-visiting service where necessary
5. Arrange and attend suitable roadshows, community based surgeries , peer support groups and talks for small groups
6. Attend meetings as necessary
7. Observe and implement all Disability Direct’s policies and procedures
8. Undertake personal learning relevant to the post as required
9. To work closely with other colleagues to ensure that service users are able to take advantage of other services including those at Disability Direct
10. Provide the regular reports and any statistical information as requested

The particular duties and responsibilities of this post may vary from time to time without changing the general character of the duties or level of responsibility involved.

### Person Specification

#### **Essential Skills**

1. Knowledge and awareness of the issues affecting disabled people and older people in Nottingham and Nottinghamshire

1.a Demonstrable knowledge of the many communities and cultures in Nottingham and Nottinghamshire and the individual issues they face regarding disability.

1. Ability to communicate well with individuals from different communities in an empathetic manner
2. Must be able to work well in a team and using own initiative when necessary.
3. Ability to lead discussions and presentations with local groups
4. Must have good IT skills in Office 2010 – Windows or equivalent.
5. Must have good report writing skills
6. Must have good organisational and office skills with the ability to set priorities and structure workload
7. Clean driving licence and / or access to transport

##### **Desirable**

1. Knowledge and awareness of service provision for disabled and older people provided by private, statutory and voluntary agencies.
2. A strong understanding of the importance of safeguarding and vulnerable adult
3. A willingness to learn and adapt, with different community needs that may develop within the role.