



Bradbury Fields

services for blind
and partially sighted people

A division of Catholic Blind Institute

Health and Wellbeing Project Co-ordinator

JOB DESCRIPTION

Job Title:	Health and Wellbeing Project Co-ordinator
Location:	The Bradbury Centre, Youens Way, Liverpool L14 2EP or any other site as agreed by Bradbury Fields
Hours:	37 hours per week (split 3 days volunteer recruitment, 2 days project monitoring) Occasionally, working out of office hours may be required.
Salary:	circa £23,500 per annum
Holidays:	25 days per annum - (increasing to 30 days per annum after 5 years of service).
Responsible to:	Head of Bradbury Fields Community Services

Equality and Diversity Statement

Bradbury Fields is an equal opportunities organisation. It is committed to promoting equal opportunities and preventing discrimination. This applies both to service delivery and to its own employment practices. You will be willing and able to demonstrate commitment to Bradbury Fields' Equality and Diversity Policy.

Main Purpose

This is a three-year lottery funded post to develop the volunteer service by recruiting new volunteers, promoting volunteering as a positive experience in which people can use their skills, experience, and education in support of blind and partially sighted people and co-ordinate and collate specific monitoring and impact information to review and develop Bradbury Fields

Health and Wellbeing Services and report this back to funders as appropriate.

Responsibilities

1. To recruit new volunteers and develop a strong working relationship with each individual.
2. Ensure that each volunteer understands their role within the organisation, and how they can best contribute within Bradbury Fields, in particular within the Active Vision clubs and / or Be Active activities
3. Ensure that opportunities for feedback and training are provided and volunteers are motivated through recognition of their contribution via regular supervision
4. Identify and support the appropriate development needs of volunteers to ensure that volunteering for Bradbury Fields remains a positive and rewarding experience
5. Liaise with both the Active Vision Co-ordinator and Be Active Project co-ordinator to ensure that all tasks required to run the various elements of the activities are efficiently carried out and recruitment is targeted in areas of community and business need.
6. To work in a manner appropriate to obtaining Investors in Volunteers accreditation.
7. Work alongside the Active Vision Co-ordinator and Be Active Project Co-ordinator to write volunteer role descriptions
8. Oversee the annual volunteer review system to ensure processes and recommendations can be captured and communicated to the Senior Management Team.
9. Co-ordinate the collation of specific monitoring and impact information required to review and develop services offered through health and wellbeing activities to report back to funders.
10. To carry out any other duties deemed necessary by management.
11. Keep up to date records of tasks undertaken with systems, policies and practices advocated and adopted by Bradbury Fields Community Services.

PERSON SPECIFICATION

Education Qualifications

Essential

A pass at GCSE grade C or above in English Language and Maths, or the ability to demonstrate equivalent knowledge

Experience and Knowledge

Essential

Experience of working with the voluntary sector

Strong interpersonal skills with an ability to enthuse and influence others

Experience of recruiting, managing and supervising volunteers

Desirable

Experience of working with blind or partially sighted people.

Skills and Abilities

Essential

Proven ability to manage a complex workload in a positive and creative manner

Flexibility and resourcefulness to cope with the changing demands of the role

Ability to communicate effectively, both verbally and written and with people from a variety of backgrounds

IT literate and experience in the use of Microsoft packages – word and excel in particular

Desirable

Prior experience of development and provision of training for volunteers

Excellent team working and interpersonal skills, with the ability to work effectively with colleagues across the organisation.

Personal Qualities

Essential

Ability to work flexible hours to meet the needs of the service and the organisation as a whole

Ability to work at different locations as and when required

Understanding and commitment to achieving organisational objectives

Desirable

Full driving licence and car owner

Values and Behaviours

Ability to understand, demonstrate and apply our workplace values which are embedded in all roles:

- **Compassion and Caring**
- **Respectful:**
- **Enabling**
- **Ambitious:**
- **Trusted**
- **Inspirational**
- **Vibrant**
- **Excellence**

Confidentiality:

Working within this service, you may gain knowledge of confidential matters which may include personal and medical information about clients / service users and staff. Such information must be considered strictly confidential and must not be discussed or disclosed without prior authority. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

Health and Safety:

In accordance with the Health and Safety at Work Act 1974 and other supplementary legislation, you are required to take reasonable care to avoid injury during the course of work and co-operate with Bradbury Fields, in meeting statutory regulations. You are also required

- To attend statutory training as required to fulfil your duties.
- To comply with safety instructions and Bradbury Fields' policies and procedures.
- To use in a proper safe manner the equipment and facilities provided.
- To refrain from willful misuse of, or interference with, anything provided in the interest of health and safety and any action, which might endanger yourself and others.
- To report as soon as practical any hazards and defects to your senior manager.
- To report as soon as practical accidents and untoward incidents and to ensure that accident forms are completed.
- To follow Liverpool Safeguarding Adults protocols
- To be or willing to train as a fully qualified First Aider

Agency Policies

All employees are required to implement and follow Bradbury Fields' policies and procedures and to undergo any training associated with them.

Probationary Periods

All appointments are subject to a six-month probationary period.

Disclosure and Barring

All appointments are subject to a Disclosure and Barring Certificate.