**VACANCY**

Neighbourhood Network Scheme Coordinator

A vacancy has arisen within Seacroft Friends and Neighbours Charitable Incorporated Organisation (CIO: 1183406) for a scheme coordinator. With established links within the community and working in partnership with the local council, through city wide service Frailty service, NHS and voluntary groups, this is a great opportunity for someone with vision, organisational and management skills to make a real, practical positive difference to the lives of older residents in the area.

This is a permanent, full-time position in band 6 (in line with Adult Social Care pay scales), salary on application. Operating from two sites in LS14, the coordinator is supported by staff, volunteers and an active board of trustees. The charity website is https://www.seacroftfriends.org.uk/ The scheme was highly praised in a recent city wide survey for its management, value for money and compliance.

**The Purpose of the Scheme is**: to help isolated older people maintain independent living by providing activities (for both mental and physical wellbeing); assisted transport and shopping; contact with others; signposting to services and assistance with obtaining services. The scheme currently supports approx 900 residents some of whom, particularly over the past year, have at times have no other contacts.

**Knowledge & Experience -** The coordinator will ideally:

* Have experience of health and social care sector and services and charitable organisations
* Be interested in health promotion in older adults
* Be supportive of the wellbeing of older adults and demonstrate empathy with members
* Have previous management experience
* Have financial skills in budgeting, accounts and knowledge of funding processes
* Experience of running a team within a large organization, able to work autonomously
* Have good written and verbal communication skills.

**Specific Objectives of the Post Holder:**

* Implement the aims and objectives of the CIO, ensuring legal requirements and the charities constitution are adhered to
* Promote the service; help spread awareness of the project
* Form, maintain and develop working relationships with local organizations, companies and service providers with the objective of benefitting older people
* Assess client needs and provide solutions to meet them, lead link for safe guarding
* Manage and support staff team and volunteers to meet objectives
* Work with the board of trustees, provide information and feedback to board and funding bodies
* Identify and support fundraising projects and funding opportunities
* Manage the finances, payroll, and completion of year end accounts

**How to apply and the application process -** request an information pack and application form by emailing [kate.seacroftfriends@outlook.com](mailto:kate.seacroftfriends@outlook.com) or via the LinkedIn link.

Completed application letters and forms to be returned to ghydelcc4@gmail.com

Applications must be received before 12pm on Thursday 15th April 2021

Applicants will be shortlisted for interview.

Target date for interviews: 23rd April 2021