



## JOB DESCRIPTION

*This Job Description is intended to give prospective applicants an overview of the post, the task and the context within which the job is being offered. It does not purport to be an exhaustive statement of Terms and Conditions of Employment with Fife Gingerbread. Applicants will be given an adequate opportunity to discuss issues of that nature at initial interview.*

### Job Title & Salary Range

#### Communities & Inclusion Development Co-ordinator

The post-holder will report to line manager and be responsible for the overall development, management and implementation of Fife Gingerbread's approach engaging communities, capacity building through volunteering and working to mitigate the impact of child poverty for vulnerable families in Fife.

Hours: 30 hours per week

Salary: £27,433 pro rata

Location: Fife wide

### Duties & Responsibilities (common across all Fife Gingerbread staff)

- The ability to demonstrate empathy with our values;

**Accessibility:** We provide flexible and inclusive support services located in our local communities.

**Quality:** We work to the highest possible standards to support families in a flexible, holistic, non-judgemental, friendly and professional manner.

**Empowerment:** We work with families to overcome barriers in their lives enabling change to take place.

**Trust:** We act with honesty and integrity and adhere to strict policies and procedures with regard to confidentiality.

**Excellence:** We strive for excellence in all areas of service delivery.

**Respect:** We promote respect for others in all aspects of our service.

The post-holder will inform, shape and implement our approach throughout Fife. Ensuring that Fife Gingerbread is linked in to key local initiatives/strategies, and that our work is aligned with the Scottish Government commitments within "Every Child, Every Chance", creating a co-ordinated approach to our work which offers added value to families in Fife.

The post-holder will have a 'hands-on' operational role, and will represent Fife Gingerbread locally in a professional manner reflecting and demonstrating our values. This post will require flexible working out with 'normal' office hours to effectively facilitate activities.

- Complimenting and adding to the work of the Business Service Team and being the connector to the work of volunteer co-ordinators
- A crucial player within the Senior Team driving activity that generate added value to the organisation
- Responsible for consistency of recruitment, development and delivery of volunteer and community engagement activities

#### Skills Knowledge and experience

- Educated to a minimum of HNC or equivalent.
- Experience leading and coordinating activity.
- Ability to work independently to complete tasks.
- Knowledge of lone parent, vulnerable and disadvantaged families.
- Ability to multi-task under time pressures.
- Creative and innovative attitude.

#### Fife Gingerbread Policies

Adhere to all of the policies and procedures as set out in the Fife Gingerbread Handbook and to monitor and maintain health and safety within your base and notify the Line Manager of any areas of concern.

To work with the team to develop a culture of safe working practice and to ensure Fife Gingerbread's compliance to its health and safety responsibilities, you are required to ensure that by your own actions you ensure your own safety and do not put other people at risk by reason of your own acts or omissions (Section 7 of the Health & Safety at Work etc. Act).

Fife Gingerbread encourages employees to adopt a culture of personal development. Fife Gingerbread recognises the quality of service is derived from its employees and will, where possible, support and encourage their self-development, contribute to a work environment that upholds respect and dignity for all individuals that is free from harassment and bullying based upon age, disability, gender reassignment, race (including colour, nationality and ethnic or national origins), religion or belief, sex or sexual orientation.

#### Role specific responsibilities

##### **1. Lead on successful delivery of Fife Gingerbread volunteer activity**

- Review and embed our Volunteering Strategy to ensure that both internally and externally the aims and objectives are clearly communicated.
- Continue to develop our Pathway of volunteer opportunities in line with current funding streams, ensuring at least 30% of volunteers have 'lived experience'.
- Maximise on the assets volunteering brings to Fife Gingerbread through capacity building and empowering local communities.
- Work in partnership with key organisations such as Fife Voluntary Action and Volunteer Scotland.
- Lead on the successful direction, delivery and development of our volunteer projects, coordinating a team of volunteers and managing the budget available whilst being able to identify areas of growth.
- Providing regular progress updates to the Senior Team and Management Board.

## **2. People Management / Team Working**

- Mentor Fife Gingerbread Volunteer Coordinators to ensure that the high quality of the support provided to our Volunteers is consistently achieved.
- Support the Volunteer Coordinators to match Volunteers to activities, and effectively monitor progression.
- Develop and promote effective team working and relationships across Fife Gingerbread including effective communication with operational teams.

## **3. Coordinate Fife Gingerbread approach across communities**

- Map current Fife Gingerbread participation in forums, meetings and groups to identify key opportunities.
- Align Fife Gingerbread activity with welfare reform activity Fife wide, and coordinate our approach across the seven distinct areas, working collaboratively with organisations such as Poverty Alliance, Joseph Rowntree Foundation and the Child Poverty Action Group.
- Work in partnership with Local Authority delivery plans, identifying opportunities to work collaboratively to strengthen provision for families Fife wide.
- Identify and build relationships with key Third Sector partners.

## **4. Implement inclusion activities to alleviate the impact of child poverty**

- Lead on the successful delivery of our Festive Package to ensure our families have the best possible festive season with their children.
- Sourcing, securing and managing additional funding to mitigate the impact of Child Poverty such as holiday hunger funding to provide food/activities over School holidays, and Growing Communities funding to nurture sustainability.
- Work closely with internal teams to identify opportunities for our Corporate Partners to contribute to this agenda.