

JOB DESCRIPTION

Job Title: The Men’s Shed Co-ordinator

Reporting to: The Shed Manager

Location: Foundation House, Salford / Home-based

Salary: £20,000 per annum

Hours: 35 hours per week

Contract: Fixed Term Contract, 12 months, subject to funding

Salford Foundation is seeking to recruit a Co-ordinator to work on our Men’s Shed project which offers guidance and support to males aged 18+ living in Salford, Manchester and Trafford. The main focus of the project is to support men to move forward in their lives and reach their potential. This is achieved through a combination of professional help and peer support. The Shed provides support to men on a wide range of themes and topics including:

* Attitudes and thinking skills
* Aspirations and goals
* Independent living skills
* Employability and training
* Health and wellbeing
* Benefits, finance and energy advice
* Fitness, hobbies and interests

The Shed’s programme of work combines one-to-one and small group sessions. It is delivered through a combination of phone, virtual and face-to-face sessions. Support is provided by a professional co-ordinator, volunteers and peers.

**Key Responsibilities**

* Work as part of a team to deliver information, advice/guidance, vocational and employability training to adult males aged 18+
* Plan and deliver practical sessions both one to one and groups
* Identify beneficiary’s individual needs, risks, skills and assist in creating an individual Action Plan
* Deliver one to one mentoring and coaching, induction and assessment with caseload management including one to one or group sessions
* Signpost and refer internally and externally to agencies to progress into employment and training opportunities
* Plan bespoke training and other interventions that meet the individuals needs
* Facilitate learning and practical activities in groups that improves confidence and self-esteem
* Report any concerns relating to safeguarding to The Safeguarding Manager
* Engaging in multi-agency work to meet the needs of the beneficiary and ensure that the support is coherent, co-ordinated and consistent
* To recruit and engage beneficiaries on to the programme as per contractual targets.
* Liaise with external agencies in ensuring key interventions are met.
* Implement and comply with all the Foundation’s policies, including the Safeguarding Policy and procedures and ground rules for implementing appropriate behaviour with children, young people and adults.
* Any other duties reasonably required by the Foundation Management Team.

**About You**

* Must have previous experience working with offenders and ex-offenders
* Previous experience of delivering short vocational courses
* Experience with delivering information, advice and guidance (IAG)
* Experience of working with vulnerable groups
* Excellent knowledge of the local labour market, methods of recruitment and awareness of growth industries
* Good knowledge of The Criminal Justice Sector
* Rapport building skills, professional and articulate

**Skills Required**

* Ability to work to targets, plan and manage own caseload
* Ability to work under pressure in a high-performance environment
* Well-developed IT skills including, word, excel and online programmes
* Flexible approach to work including willingness to travel, with occasional unsociable hours
* Ability to work to Key performance indicators
* Ability to network and promote the organisation

Special Conditions

* This post is subject to an enhanced-level DBS check
* The post-holder must hold a full driving licence and have a car available to be used for business purposes
* Successful candidates may be expected to work occasional evenings and weekends, for which time will be given back in lieu