



## **JOB DESCRIPTION**

Job Title:	Senior Co-ordinator
Reporting to:	The Shed Manager
Location:	Foundation House, Salford / Home-based
Salary:	£22,000 to £24,000 per annum depending on experience
Hours:	35 hours per week
Contract:	Fixed Term Contract, 12 months in the first instance

Salford Foundation is seeking to recruit a Senior 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 ex-offenders to move forward in their lives and reach their potential. This is achieved through a combination of professional help, peer support and suitable referrals. 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 at Foundation House, or in various community venues across Salford. 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 male offenders and ex-offenders.
- 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, training and other suitable opportunities
- Plan bespoke workshops 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 courses or workshops
- Experience of working with vulnerable groups
- Excellent understanding of barriers and challenges faced by vulnerable adults, to achieve positive future destinations.
- Good knowledge of the Criminal Justice Sector
- Rapport building skills, professional and articulate
- Must demonstrate a real passion for supporting others
- Experience and qualification in Information, Advice and Guidance, coaching or mentoring would be advantageous.

### **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, promote the programme and positively represent 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