JOB DESCRIPTION

Job Title: Scheme Co-ordinator

Responsible to: Operations Manager

Responsible for: Senior Disability Inclusion Workers, Disability Inclusion Workers, Volunteers

Grade:5

Main purpose of the role

To lead and plan the scheme, working closely with the Operations Team. To manage staff including supervision and appraisals and to support volunteers in the delivery of the project to provide social activities and leisure opportunities for the scheme users.

Main responsibilities

1. To ensure the efficient operation of the scheme, promoting the safety and well-being of the young people and adults who access the service.
2. To plan and organise an inclusive provision of activities for the members attending the scheme and for trips out that reflect the interests and wishes of the members.
3. To prduce termly plans and activity costings in advance, these plans should be engaging, promote independence, community participation and increase social connections.
4. To develop and support new activities to extend the social and leisure activities to a wider range of users, taking in to account the wide range of physical, cognitive and sensory needs.
5. To work alongside the Operational Management Team to maintain accurate and uptodate waiting lists, and to contact families and individuals when new referrals are received to ensure clubs are operating at maximum capacity.
6. To be aware of and comply with Accuro policies, procedures and guidelines, ensuring that staff and volunteers also adhere to these.
7. Ensure all safeguarding concerns are accurately documented and reported in line with Accuro's Safeguarding Policy, and provide appropriate support and debriefing to staff and volunteers involved in any safeguarding incidents.
8. To be a positive role model to staff, volunteers and members.
9. To supervise and support the projects community support workers and any other staff who may be employed on the project, ensuring the club is appropriately staffed at all times and there are regular team meetings.
10. To recruit, induct and train the staff and volunteers. This will include determining

the skills, attributes and motivation of staff and volunteers and for completing assessments. To highlight training requirements for staff and volunteers.

11. To liaise with other scheme co-ordinators and other agencies and individuals, e.g. local Adult Services
12. To monitor and evaluate the service and in particular to ensure that service users who access (or who may wish to access) the scheme are aware of it and that their views are sought on the services provided and on how the project may develop.
13. To provide data and/or compile written reports (including an Annual Report) to the Board of Trustees outlining the operation & development of the project & to provide similar reports as may be required by funders of the project.
14. To maintain up to date attendance register for both the members and staff and volunteers.
15. To ensure the completion of care plans, one page profiles, and risk assessments for all scheme members, ensuring they are reviewed regularly, updated as required, and appropriately shared to relevant staff and volunteers.
16. To publicise the project and the services it offers by giving talks to local services and promote Accuro, supporting activities of the Fundraising team.
17. Maintain professional, timely, and appropriate communication with family members and guardians on a regular basis.
18. To assist the members in developing their social, personal, behavioural, physical and emotional skills.
19. To assist members with personal care needs.
20. To supervise the setting up and tidying away activities/ the club and be responsible for the premises during scheme operation, the equipment, and venue keys.

21. To maintain regular communication with key contacts for external venues hired by Accuro, ensuring that all building bookings are arranged in advance and confirmed as required.
22. To identify health and safety risks so that members remain safe at the scheme, on trips and during activities.
23. To provide cover for other scheme co-ordinators on an ad hoc basis and participate in out of hours cover.
24. To attend and complete training set by the operational management team.
25. To undertake specialist healthcare training and administer emergency care and to ensure personal training is kept up to date.
26. To undertake medication administration training and comply with Accuro’s medication related policy.
27. To undertake any other reasonable duties that may be required from time to time.
28. To work with due regard for Accuro’s core values and objectives.

PERSON SPECIFICATION

As the attached job description outlines the main duties and responsibilities of this post, so the person specification lists the requirements necessary to perform the job. Candidates will be assessed according to the extent to which they meet the specification. It is therefore important that applicants pay close attention to all aspects of the person specification when deciding if their skills, experience and knowledge match these requirements.

Experience	**Essential/Desirable**	**How evidenced**
Experience of working effectively with children/adults with a disability and willingness to undertake training	E	A, I
Experience of managing staff, including experience of supervising and appraising staff	E	A, I
Experience of recruiting and supporting volunteers	D	A, I
Experience of working within a team	E	A, I
Experience of conducting risk assessments	E	A, I
Experience of monitoring and evaluating projects/services, in particular of seeking the views & opinions of service users and their families	D	A, I
Knowledge		
Understanding of safeguarding issues	E	A, I
Knowledge of issues facing people with a disability and their families	E	A, I
Knowledge of local leisure and social activities	D	A, I

Skills		
Ability to relate to people with a disability	E	A, I
Ability to plan and organise activities	E	A, I
Ability to adapt to new situations	D	A, I
Advanced communication skills, both verbal and written including ability to write concisely	E	A, I
Reliable and trustworthy	E	I
Ability to use own initiative and solve problems	E	A, I
Ability to provide training to staff and volunteers	D	A, I
A commitment to equal opportunities and an understanding of the rights of individuals, including the right to confidentiality	E	A, I
Ability to manage own time effectively	E	A, I
Good organisational skills	E	A, I
Full, clean driving licence and access to a suitable vehicle	E	A