



FDAMH
LIGHT IN A DARK PLACE

Social Spark Assistant Coordinator



LOTTERY FUNDED

£19,000 per annum

35 hours per week (occasional weekend or evening work required)

Closing Date: Thursday 6th December at 5pm

Provisional Interview Date: Friday 14th December

Falkirk's Mental Health Association (FDAMH)

The Victoria Centre
173 Victoria Road
Falkirk
FK2 7AU

01324 671 600

fdamh.org.uk

[www.facebook.com\falkirksmentalhealth](https://www.facebook.com/falkirksmentalhealth)

Charity Number SC011889

Company Limited by Guarantee: SC151357



Falkirk's Mental Health Association (FDAMH) is an independent charity that was established in 1981 that now provides a range of services for people with reduced psychological wellbeing.

We have a forward thinking, responsive and inclusive ethos that places those who use our services at the centre of everything that we do.

Much of our work is reliant on a team of over 100 volunteers. Added to this there are currently 25 members of paid staff. Cultivating a strong team spirit, FDAMH promotes a culture which fosters ideas and empowers individuals. As a member of our team you will contribute to achieving our mission and vision in a flexible, creative, supportive and stimulating work environment.

The Social Spark

We support people aged 16+ living in Forth Valley who either have been affected by poor mental health or are lonely and isolated due to illness or a life-changing event.

We offer small group activities, a short term buddy service and one-to-one befriending to help people on the path to a better social life and enhance their sense of wellbeing.

The Social Spark helps by:

Making people less lonely and isolated.

Encouraging people to regain your independence.

Helping people make links with their local community through social and recreational activities.

Listening to people.



ABOUT FDAMH

Vision

We will be regarded as a centre of excellence at providing services, training and education in relation to mental wellbeing and contribute to the work of reducing the stigma and discrimination commonly associated with mental ill health.

Mission

To promote mental wellbeing by providing a range of services and creating an environment in which we:

Support individuals to recover from mental ill health by acknowledging that recovery is a unique voyage of self-discovery and personal growth;

Prevent deterioration in mental wellbeing; and

Provide support, education and training related to mental health to carers and across the local community.

Values

We believe in enabling people to identify and work towards their personal goals.

We treat one another with respect and value the contributions that come from individuals that we encounter.

We are committed to being honest and transparent in all relationships.

Structure

FDAMH is an independent, registered charity managed by an unpaid Board of Trustees.

Job Description

Organisational Relationship

The Assistant Coordinator will be line managed by the Service Manager for The Social Spark

Principle purposes of the role

- 1 To assist the coordinator in the smooth running of the service
2. To assume day to day responsibility for running social contact and specific interest groups
3. To participate in all aspects of the recruitment, training and supervision of volunteers involved with the service.

Main tasks

- ⇒ Supporting colleagues to deliver a range of services to those referred to the project
- ⇒ Assisting in the recruitment, training and ongoing support of volunteers
- ⇒ Participate in processing and progressing all referrals to the project including liaison with referral agent, conducting initial client assessment interview and, where applicable, participating in the matching process of volunteers and clients
- ⇒ Providing support to matched befrienders and befriendees on a regular and 'as required' basis
- ⇒ Preparation and completion of risk assessments for all group activities
- ⇒ Organising transport for social contact / interest groups
- ⇒ Attending the above groups / events.
- ⇒ Be responsible for prudent management of allocated budgets
- ⇒ Contribute to production of publicity sources e.g. web pages, social media and any advertising materials
- ⇒ Assist in completing evaluations and the collection and collation of statistical information pertinent to monitoring of the projects
- ⇒ Ensure that all staff and volunteers adhere to policies and guidelines relevant to The Social Spark
- ⇒ To carry out any other duties commensurate with the grade as requested by the Service Area Manager.

Tasks as an Active Team Member of FDAMH

- ⇒ Work within the aims and objectives and key values of FDAMH
- ⇒ Ensure understanding of and compliance with FDAMH policies and procedures

- ⇒ Ensure a safe environment for staff, volunteers and any other visitors to the Victoria Centre, including maintenance of security and safety of the premises
- ⇒ Work flexibly and as a member of the team and to contribute to the smooth running of the organisation, sharing relevant information and expertise
- ⇒ Attend and contribute to supervision sessions and to participate in staff development and relevant training (internal and external)
- ⇒ Take responsibility for personal and professional development by keeping up to date with changes pertinent to the post and highlighting any training needs / requirements to line manager
- ⇒ Carry out any other duties as are consistent with the responsibilities of the post as directed by the Manager or senior staff
- ⇒ Demonstrate a willingness to be flexible and an active team member and representative of the organisation
- ⇒ The post holder will be expected to use their initiative and be proactive in seeking work and finding ways to support the staff team

Please note that whilst every effort has been made to outline the duties and responsibilities associated with the post, the above may not be an exhaustive list of duties.

Accountability

The Assistant Coordinator is, in conjunction with colleagues of The Social Spark, accountable for ensuring that there is a strong and diverse pool of trained volunteers and in forming and maintaining excellent relationships with external referring agencies.

Knowledge, skills and experience

Formal qualifications are not a pre-requisite for consideration for this post. However, the post holder will require excellent communication skills (verbal and written); be computer literate and competent; have knowledge of statutory and voluntary sector agencies; be familiar with local and national policies relating to adult mental health; and be committed to the principles of co-production and have excellent organisational skills.

Demands of the post

You will require to work using your own initiative; be highly resourceful; work independently as well as being part of a team; and have the ability to form and maintain appropriate professional relationships with a diverse group.

Communication Skills

You will require excellent, well-developed communication skills. The post will require regular contact with service users and carers and personnel from both statutory and voluntary sector agencies involved in providing mental health services to the community. It is essential that you can write clear and concise reports and create and deliver presentations as requested by all stakeholders.

Environment

You will be required to work in a variety of settings e.g. at home, in FDAMH's Victoria Centre, in various locations throughout Forth Valley and possibly attend meetings out with the region. You will also be required to occasionally attend evening / weekend meetings. There is no scope for overtime in this post but time of in lieu will be granted where applicable.

Person Specification

Essential or Desirable	Criteria	Measured by
Qualifications and Experience		
Essential	Experience of service delivery in the voluntary sector	2,3
Desirable	Experience of recruiting, supervising and managing volunteers	2,3
Desirable	Experience of working with groups	2,3
Desirable	Full driving licence	1
Skills and Abilities		
Essential	Excellent communication skills	2,3
Essential	Ability to work as part of a team and on own initiative	2,3
Essential	Proven ability to document work appropriately and to produce reports, action plans etc.	2,3
Essential	IT skills, including ability to use Microsoft Word, Outlook and Excel	2,3
Essential	Ability to engage with a wide range of stakeholders	2,3
Essential	Ability to manage time effectively and to prioritise tasks	2,3
Desirable	Previous experience of managing budgets	2,3
Knowledge		
Desirable	Of local and national policies relating to adult mental health	2,3
Essential	Of the voluntary sector and community based organisations in particular	2,3
Desirable	Of working with volunteers	2,3
Desirable	Of the process of befriending and working with groups	2,3
Attributes		
Essential	Enthusiastic about working with volunteers	2,3
Essential	Flexible in response to changing and challenging circumstances	2,3
Essential	Resilient and reliable	2,3
Essential	Highly motivated, self-starter and with attention to detail	2,3
Essential	Patient and good listener	2,3
Essential	Committed to co-production	3
Essential	Committed to the aims and objectives of FDAMH	3
Additional Requirements		
Essential	Flexible working which may include occasional evening and weekend work	3
Essential	You must be able to prove your 'Right to Work' in the UK	1

Measured by: 1. Documentary evidence – certificates etc.; 2. Application Form; 3. Interview (which can include test/presentation etc.)

Post Details

Job Title:	Social Spark Assistant Coordinator
Salary:	£19,000 per annum
Annual Leave:	26 days + 8 days public holidays
Hours of Work:	35 hours per week (occasional evening or weekend work may be required)
Place of Work:	FDAMH's office is in central Falkirk. However, you will be required to travel throughout Falkirk District and Forth Valley.
Contract Type:	Fixed term to end of March 2020.



Applying

The application form for this post is available on our website. Please ensure that you provide accurate contact details.

The deadline for applications is: Thursday 6th December at 5pm.

The provisional interview date is: Friday 14th December.

For more information about the post or application process please contact:

Michele Reap, Social Spark Service Manager on 01324 671600 or by email on michele.reap@fdamh.org.uk

When we receive your application:

We will contact all applicants to let them know the outcome of their application but this will be by email (where possible).

References will only be requested when an offer of employment is made.

Thank you for your interest in this post and in FDAMH.