

## **JOB ADVERT**

**(Scroll down to find job advert)**



## **COMMUNITY PROJECTS COORDINATOR Family Therapeutic Sessions Coordinator (Part Time)**

15 hours a week £11.41 per hour (£8,900 per annum) (£22,000 FTE)

Based in Cobb Way, Park Wood, Maidstone. ME15 9XF

Fusion Maidstone is looking to appoint a Community Projects Coordinator. The role is to help the community of Park Wood and wider Maidstone area to bring about change and improve the quality of lives. In this role you will focus on developing our Family Intervention framework in particular our Family Therapeutic sessions. You would be working with the public sector, voluntary groups, individuals, families to

- Identify their assets, needs, opportunities, rights and responsibilities
- Plan what they want to achieve and take appropriate action
- Develop activities and services to generate aspiration and confidence

You must be able to work flexibly and undertake some evening and weekend work. A full UK driving licence is essential. The post will be subject to DBS checking and references.

Previous experience of community-based work is desirable, and - amongst other skills outlined in the full job description - you will need to show leadership, resilience to cope with inevitable setbacks and conflict, networking skills, team-building, problem solving and creative thinking.

Experience is more important than formal qualifications in this field, but a relevant qualification in health, community or social work would be an advantage.

**To obtain a copy of the full job description/specification please:**

- look on the Fusion website [www.fusionhlc.org.uk](http://www.fusionhlc.org.uk)

**To apply, please send your CV and covering letter stating why you would be suitable for the position, by email to [suemaids@fusionhlc.org.uk](mailto:suemaids@fusionhlc.org.uk)**

**Closing Date: Friday, 10<sup>th</sup> December 2021**

**Interviews will be held w/c Monday 13<sup>th</sup> December 2021**

\***Fusion Maidstone** is a healthy living centre providing and hosting a wide range of health promotion and healthy living services from its new premises, which includes a cafe.

## **JOB DESCRIPTION**

**(Scroll down to find job description)**

# **Job Description: *Community Projects Coordinator* – *Family Therapeutic***

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<b>Responsible to:</b>	<b>Chief Officer</b>
<b>Salary:</b>	<b>£11.41 per hour (£8,900 per annum) (£22,000 FTE) (there will be a probationary period of 6 months)</b>
<b>Hours:</b>	<b>15 per week (2 Days office based 9am-5pm)</b>

## **Purpose of the Job:**

**This is an innovative role working on developing our Family Intervention framework in particular our Family Therapeutic sessions. This service provides support to families with multiple social, economic, health, behaviour/wellbeing concerns, offering bespoke action plans, tailored solutions, signposting or referring to our partner services (where appropriate) with weekly support meetings for a period of up to 12 weeks. The service aims to empower families to improve their quality of life and work together holistically to meet the family need.**

- To work towards the reduction of health inequality in Park Wood and the wider Maidstone community.
- To ensure that Fusion Maidstone addresses the needs of local people by providing information and engaging the community through a range of activities and volunteering opportunities.
- To ensure that community members' views are always sought and included in the development of the services of Fusion Maidstone.
- To support "seldom heard" people in developing self- sustaining groups which increase participation and inclusion.

## **Main duties and responsibilities:**

1. Positive engagement with community members to assess what needs, assets and skills are within the area in relation to health and wellbeing.
2. Raise awareness and understanding of issues which have been identified in regards to poor health and wellbeing within the community.
3. Support local people to make changes themselves.

4. Support and develop opportunities for local people with partner organisations and groups, with a particular focus on the implementation, growth and sustainability of Fusion Maidstone's Family Therapeutic sessions.
5. Action referrals via a telephone triage process. Design and implement bespoke family action plans. Offer on-going support via face-to-face sessions for a period of up to 12 weeks.
6. Provide information on Fusion Maidstone, services provided and help solve problems.
7. Talk to a wide range of customers and find the best service for their needs.
8. Alongside community members, develop self-supporting community groups.
9. Support local people to work together to advocate on behalf of the community and identify leadership and training opportunities.
10. Bring community groups together to support partnership working and a shared community vision.
11. Work towards a long term strategy in reducing health inequalities within Park Wood and the wider Maidstone area in partnership with community members and partners.
12. Responsible for output/outcomes, monitoring and mental health wellbeing evaluations eg: the Warwick-Edinburgh Mental Wellbeing Scale (WEMWBS) of users accessing Fusion Maidstone for this service. Assist with KCC Public Health monitoring reports.
13. Carry out general administration duties including reporting and evaluation of the project.
14. Responsible for signposting and referrals.
15. Increase and sustain Fusion Maidstone's profile in the community and with partners eg: through the local newspapers, radio stations and partner organisations magazines eg: Maidstone Borough Council Insight /Golding Homes Matters magazines.
16. Behave in a professional manner at all times with customers and partners.
17. Comply with all Company Policies and Procedures in all respects.
18. Have a commitment to the vision set out by Fusion Maidstone of inclusion and equality and a contribution to Fusion Maidstone's Equal Opportunities Policy
19. Be prepared to work occasional evenings and/or weekends if required.
20. Provide cover for general duties during sickness and annual leave periods.

The above is not an exhaustive list of duties, you will be expected to perform different tasks as necessitated by your changing role within Fusion Maidstone and the overall business objectives of Fusion Maidstone Healthy Living Centre.

## Person Specification: Community Projects Coordinator

The following outlines the criteria for this post. Applicants who have a disability and who meet the minimum criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria:

	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATIONS</b> <i>(if essential)</i>	GCSE's or equivalent A-C grade	Relevant qualification in health, community or social work
<b>EXPERIENCE</b>	Experience of community engagement/ development work Experience of working with seldom heard groups. Experience of monitoring and reporting outcomes Experience working with volunteers and within a voluntary organization	Experience of advocating on behalf of communities. Experience of developing projects which are community led Experience of working with families with complex needs Experience of Family Intervention framework
<b>SKILLS AND ABILITIES</b>	Able to prioritise workload and to work to deadlines. Able to work using own initiative and manage own time. Able to demonstrate innovative thinking eg: to mitigate the lasting effects of Covid-19. Good organisational skills. Good report writing skills. Excellent communication skills (written and verbal)	
<b>KNOWLEDGE</b>	Good understanding of Community Development Good understanding of the Charity Sector Good understanding of the Volunteer Sector	Good understanding of local and national context in relation to Health and Wellbeing and Communities. Knowledge of Fusion Maidstone and the services it provides.
<b>BEHAVIOURS</b>	Able to work with and be sensitive to the needs of the local population Commitment Flexibility Good team worker Strong interpersonal skills Dedication Creativity and innovation A commitment to social justice and inclusion. A commitment to equality, diversity and inclusion.	The post holder will demonstrate the ability to work under pressure and provide support to members of staff.
<b>SPECIAL CONDITIONS</b>	Willing to undertake a DBS check	