



Yealmpton & Brixton Caring

Part-time (10 hours/week) opportunity for Project Facilitator

The communities of Yealmpton and Brixton have come together to create Yealmpton & Brixton Caring - a community project which aims to:

- reduce loneliness and isolation for people living in the parishes of Yealmpton and Brixton,
- increase opportunities for people to socialise and meet other people either one-to-one in their own homes or through social groups and recreational activities,
- promote existing groups and activities in the Yealmpton and Brixton communities,
- encourage volunteering by for individuals and groups,
- work in collaboration with voluntary and statutory, health and social care services, in the area,
- arrange community activities to meet local needs, including a weekly Coffee morning and Lunch Club.

The role of the Project Facilitator will include:

- developing a network of volunteers to befriend and support the project's clients and supervising them,
- maintaining links with other complementary projects and with referrers, including the Yealm Medical Centre, who recognise the need for prescribing social support as well as medical intervention,
- researching funding opportunities and making applications to potential funders to sustain the long-term future of the project. (The project has recently secured funding of £5,800 from the Big Lottery Fund in addition to generous donations from many local organisations),
- developing and maintaining appropriate procedures for the safe operation of the project and keeping appropriate records in compliance with data protection policies,

- recruitment, facilitation of training and supervision of a team of volunteers with different skills and time commitments to support the various project aims,
- being a member of, and reporting to, the project Steering Group.

The successful candidate will:

- be self-employed,
- be self-motivated, well organised and diligent in administrative matters,
- be subject to a DBS check and understand the need for confidentiality,
- relate well to people, be empathetic and confident dealing with individuals and professional organisations,
- be competent in basic IT skills and have their own transport (mileage reimbursed),
- be willing to undertake necessary training and facilitate training for volunteers,
- be available as a point of contact at all reasonable times and be responsible for arranging a suitable deputy when on holiday or otherwise unavailable.

An initial contract term of 1 year is offered with fees payable of £10 per hour up to a maximum of 10 hours per week. Whilst home-based, the Project Facilitator will have office facilities available and will be provided with a mobile phone and laptop computer.

Yealmpton & Brixton Caring is a project of Yealmpton Community Association (registered Charity No. 292854) and the manager reports to a Steering Group which includes representatives from Yealmpton Community Association, Yealmpton Parish Council, South Hams CVS, Brixton Parish Council, Brixton Community Association, Yealmpton Methodist Church, St. Bartholomew's Church, Yealmpton and St. Marys Church, Brixton.

For informal discussion please contact Geoff Craddock on 01752 880128 or Liz Hitchins on 01752 880715. Letters of application giving details of your experience, skills and how you meet the requirements may be posted to Sam Pillar at Yealmpton Community & Resource Centre, Stray Park, Yealmpton, PL8 2HF or emailed to admin@yealmpton.org by 5.00pm on Friday 29th December 2017. Interviews will be held on Thursday 18th January 2018.