

Job Description

Job Title:	Project Coordinator Rural Community-Led Care and Support
Location of Work:	Home-based & locations across rural Perthshire
Hourly Rate:	£22- 25
Hours of Work:	20 - 30 hours per month There will be occasions where flexibility with hours and days may be required.
Contract Type:	Self-Employed Contract
Duration of Contract:	Until 31/08/20
Working Pattern:	As required by the project.
Qualifications/Skills Required:	Demonstrable experience in the Care Sector. Ability to identify weaknesses in the system and bringing about change.

About Us

Perthshire Care and Wellbeing Co-operative Ltd (PCWC Ltd) is a community-based co-operative made up of care and wellbeing professionals living and working in Rural Perthshire. We want to help our clients find the best solutions to their care and wellbeing needs. PCWC Ltd part of a 21-month project funded by Rural Perth & Kinross LEADER along with SSE, and GrowBiz.

The range within the project includes: raising awareness of the PCWC Ltd, enhancing membership and developing members, training events, assisting communities to identify care needs and sharing learning and finding innovative solutions to health and wellbeing

Role

The role requires a skilled Project Co-ordinator who has demonstrable experience in Care and an understanding of the political landscape for the Rural Community-Led Care and Support project.

This post reports to the directors of the Care & Wellbeing Co-operative.

Key Responsibilities and Duties

- Promote Self Directed Support (SDS).
- Assist rural communities across Perthshire to identify care needs and offer place-based solutions.
- Promoting the co-operative in order to raise awareness and increase membership.
- Be involved with recruitment and wellbeing events.
- Share Learning with other areas across Scotland and further afield.
- Providing monthly update reports for our project team, partners, members and Directors.
- Together with the Strategic Development Role, develop Toolkit for Members and source and arrange Training to reduce vulnerability of Members.
- Membership support and organization development including LEADER project

Person Specification

		Essential	Desirable
E1	Understanding and experience of working with local community organisations and infrastructures.	✓	
E2	Experience of working flexibly with individuals and groups.	✓	
E3	Awareness of the Care and Wellbeing landscape and current issues.	✓	
E4	Experience of public speaking and delivering presentations.	✓	
E5	Ability to work collaboratively with internal and external partners.	✓	
E6	Excellent communication (written and verbal) and reporting skills.	✓	
E7	A willingness to work occasional unsocial hours.	✓	
E8	Ability to represent and promote the project to a high standard.	✓	
D1	An understanding of the challenges of providing accessible care options and an ability to meet these challenges creatively.		✓
D2	Dealing with government agencies.		✓

To apply, please send a covering letter and CV to hello@thecareandwellbeing.coop

Closing date for applications is Friday 25th October 2019