

JOB DESCRIPTION

Job Title:	Gateway Co-ordinator (Temporary contract to possible permanent contract (dependant on funding) fixed contract for <u>6 months</u>)
Hours:	37 per week with every Thursday evening included also occasional weekend work
Salary:	£22,953
Closing Date:	Friday 25 th June 2010
Interviews:	Tuesday 6 th July 2010

Purpose of the Job:

The Gateway Co-ordinator, under the guidance of the Project Manager will be responsible for:

- The effective operational management of the drop-in facility & the drop-in sessional worker / volunteers and the senior social evening each Thursday
- Working with the Project Manager and other staff / volunteers to maintain high standards when working with people with learning disabilities
- Liaison with agencies, health and other professionals on behalf of the members on a day to day basis

Responsible to:

The Gateway Co-ordinator is responsible to and receives support and supervision from the Project Manager. Regular review meetings will take place between the Co-ordinator and the Project Manager.

Responsible for supervising:

The Gateway Co-ordinator is responsible for supervising the Drop-in Sessional Workers and volunteers with overall supervision of all staff and volunteers in the absence of the Project Manager

Duties:

- Operational management of a section of the charity (daytime drop-in & Thursday evening social)
- Liaising with other agencies and organisations on behalf of the members on day to day issues they may have, including collection and distribution of information that might be useful to members
- Provide counselling and arrange support for people who attend the drop-in where necessary
- Supervising the work of other members of staff and recruiting & selecting volunteers then providing training, support and supervision of the volunteers with the assistance of the PM
- Management of the preparation and opening of the drop-in each day with the drop-in sessional worker
- Assisting the PM to promote the drop-in and increase footfall where time allows
- Provide regular progress reports to the Project Manager
- Holiday cover for the Project Manager – full responsibility for the management of Gateway alongside the Trustees in the PM's absence.
- Undertake any other duties that may relate to this position, at the request of the Project Manager & Committee