

## PERSON SPECIFICATION

<b>Job Title</b>	Facilitator
------------------	-------------

<b>Location</b>	Based at Level 2, 3-5 New Row Dunfermline, working throughout Fife
-----------------	--

<b>Job Purpose</b>	To plan and organise activities of volunteers (peer mentors) and service users (young adults with learning and physical disabilities) and to oversee the safe and successful outcome of these activities
--------------------	--

REQUIREMENT	ESSENTIAL	DESIRABLE
Education/Qualification	Educated to 'Higher' level or equivalent.	SVQ or other qualification in social care
Experience and Knowledge	Experience of supporting young adults with disabilities. Experience of organising volunteers. Knowledge of services and activities that are appropriate to young people.	Knowledge of risk assessments and health and safety issues relative to young people. Experience of reporting to board members.
Skills and Abilities	IT Literacy Ability to work autonomously. Good organising and communication skills. Understanding of social integration.	Ability to motivate and encourage team morale among volunteers. Good planning and reporting skills.
Additional requirements	Current Driving License and own transport. Evening and weekend work will be required on a regular basis.	

## JOB DESCRIPTION

Job Title	Facilitator
-----------	-------------

Reporting to	Board Members
--------------	---------------

Period of Post	1 Year
----------------	--------

Hours of work	20 Hours per week, including evenings and weekends, possible job share opportunity. Flexible.
---------------	---

Location	Based at 3-5 New Row Dunfermline
----------	----------------------------------

Job Purpose	To plan and organise activities of volunteers (peer mentors) and service users (young adults with learning and physical disabilities) and to oversee the safe and successful outcome of these activities
-------------	--

Key Responsibilities	To plan, organise and facilitate social activities relevant to needs and abilities of young adults. To record and report these activities for annual returns.
----------------------	--

Key Activities	<p>The postholder will be responsible for the following activities:</p> <ul style="list-style-type: none"> <li>Organising and facilitating activities for young adults and peer mentors to participate in social and leisure activities.</li> <li>Consulting with board members, young adults and peer mentors to establish a programme of events.</li> <li>Evaluate and communicate any common interests between young adults and peer mentors.</li> <li>Encourage appropriate friendships and organise one to one activities and smaller group activities.</li> <li>Offer support and advice to peer mentors.</li> <li>Investigate and evaluate activity opportunities.</li> <li>Liaise with Family/Carers</li> <li>Consult with new referrals (young Adults and Volunteers)</li> <li>Manage cash float</li> <li>Maintain accurate records of events and update other relevant paperwork</li> <li>Manage and operate social media site</li> <li>Networking with other agencies, organisations and services</li> </ul>
----------------	---

Salary	£9.50 per hour
--------	----------------

Holiday Entitlement	4 weeks per annum, plus pro rata public holidays
---------------------	--