

“A DYNAMIC FUTURE”

This is a project to work with disabled young people aged between 14 and 25 years supporting them through the developing of their individualised plans and working through a period of transition to adulthood, through which they will be enabled to achieve their full potential and become full participants in their communities.

PROJECT CO-ORDINATOR

JOB DESCRIPTION

The Co-ordinator will be responsible for running of this exciting project working alongside the Charity Manager, Dynamic Trustees and the Project Management Board.

Responsible for the day to day running of the project.

Responsible for the line management and supervision of 4 project workers working solely on this project.

Responsible along side the project workers, disabled young people and their families, to ensure the development of individual person centred plans to enable the process of transition to adulthood.

To work along side the Volunteer Coordinator in the recruitment and training of volunteers for this project.

The post will ensure:-

Suitable training is sourced and provided to staff and volunteers

Workload scheduling is appropriate

Supervision of the staff and volunteers is regularly undertaken.

Monitoring and reporting methods are completed as required by the Big Lottery and our external evaluators.

To ensure that all recording is accurate and informative records and statistics are kept.

Budgets will be strictly adhered to.

To report regularly to the Charity Manager, Dynamic Trustees and the Project Management Board on the progress of the project.

To complete and send regular monitoring to The Big Lottery as required.

To be the first point of call in relation to the “A Dynamic Future” Project.

To be responsive to the needs of the service users and distinguish between those the project can meet and those requiring referral / signposting to another service.

To work alongside all other agencies statutory and otherwise working in the field of transition to adulthood.,

The post will represent Dynamic making links and maintaining good relationships with all agencies who do and could provide opportunities for disabled young people,

discussing with them any changes to their current environment that may need to be considered.

To investigate and pursue any opportunities that may come the projects way in consultation with the Charity Manager and the Project Management Board.