

**Jewish Care Scotland and Cosgrove Care
Job description**

1. Job identification

Job title: **Warm Spaces Project Coordinator (Fixed-term 12 weeks)**
 Responsible to: **Interim Deputy CEO, Jewish Care Scotland**
 Department: **Warm Spaces Project**
 Hours per week: **10 hours, Sunday 11am to 4pm, other hours negotiable between Monday and Friday**

Salary: **£15 per hour**

2. Job purpose

The Warm Spaces Project Coordinator will be responsible for the management of the project during the drop-in sessions. This includes delegation and volunteer management. The post holder will liaise with key stakeholders to ensure the smooth running of the drop-in sessions, as well as identifying areas for development and improvement.
 This role requires a Basic Disclosure check.

3. Key tasks and responsibilities

- Responsible for the coordination of staff and volunteers at Warm Spaces drop-in sessions, from 11am to 4pm each Sunday
- Ensuring that all areas of work are covered and all necessary tasks completed during the drop-in sessions
- Ensuring that volunteers are matched to roles that suits their skills, strengths and preferences whilst ensuring that the business needs are met
- Coordination of transport for guests
- Coordination of activities which will be agreed and planned in advance of each session
- To ensure that the Warm Space is ready, well maintained and well presented at all times
- To ensure rooms and meeting spaces are set up rooms for meetings, event etc. including set up of projectors and screens etc.
- To deliver a briefing to all staff and volunteers before the drop-in session begins to ensure that each volunteer is aware of their role for the day and that each task is assigned and completed
- To ensure that volunteers and staff are provided with a break if necessary
- To ensure accurate sign in/out records are maintained at drop-in sessions, including staff, volunteers and guests
- To liaise with, advise and connect with key stakeholders of the Warm Spaces project each week, including the Volunteer Coordinator, and Management Team of both Cosgrove Care and Jewish Care Scotland.

Any other relevant duties as directed by line manager or CEO.

4. Decisions and judgements

- Works autonomously but only after allocation and guidance from line manager
- Expected to use initiative to carry out activities
- Expected to identify and escalate risk immediately
- Expected to record decisions accurately and in conjunction with Data Protection policies.

5. Knowledge, training and experience required to do the job

Essential

Values

- The ability to demonstrate behaviours that support the values of Warm Spaces is essential
 - Work with *integrity* by being honest and transparent in all we do
 - Demonstrate *compassion* by putting kindness at the heart of all we do
 - Show *respect* by listening to the feelings and wishes of others and promoting rights.
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Skills/ abilities

- Personable, approachable, and committed to the caring task
- Good communication skills
- Excellent team player and can-do attitude
- Can work on own initiative and prioritise tasks
- The ability to work constructively as part of a team and understanding your own position within it
- Ability to manage time well and complete assigned work on time
- Self-motivated, focused and enthusiastic.

Desirable

- Experience working with third sector (voluntary or paid)

6. Job description agreement

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department/ Manager Signature:

Date:

