Brandon
Live free
the learning disability charity

Project Co-ordinator Job Profile

(This role requires an enhanced DBS disclosure with barred list checks)

The purpose of this role is to:

You will manage, lead and develop a range of commercially viable Projects and Services that deliver valued outcomes for people who have learning disabilities. You will form effective links with statutory and other relevant organisations, promoting and informing them of our services, maximising the opportunities for partnership working and seeking out new business with existing and new customers. You will supervise and provide leadership to the workforce and ensure the effective use of all resources.

These are the things you will do to make this happen:

You will provide leadership and monitor the performance and promote the development of Project Leaders, providing regular supervision and appraisal, observing their practice and coaching them to develop new skills.

You will support the Locality Manager on the development and the communication of the vision of the projects and services.

You will coordinate the process for dealing with new referrals

You will identify areas of personal development and for yourself and the people within the project to ensure they have the appropriate skills to achieve the projects vision

You will support the Locality Manager on the development of any commercial business within the projects and service ensuring all contracts are maintained to agreed levels

You will ensure service levels are maintained and monitored to ensure there is progression throughout the projects and services and they are delivered consistently to an agreed standard.

You will organise the work of the support team so that people receive the right support at the time and level agreed.

You will provide direction to support workers appropriate to their level of experience and competence.

You will monitor the performance and promote the development of support workers in the team, providing regular supervision and appraisal, observing their practice and coaching them to develop new skills.

You will develop and maintain working relationships with other agencies

You will ensure that support workers act in accordance with regulations and Brandon Policy, instructing them and directing them towards appropriate sources of information.

You will actively support your Manager and the Trust in the development and implementation of plans to achieve and sustain excellence within your service.

You will supervise and monitor the proper and effective use of the financial and other resources available to the service

You will ensure that your manager receives such information concerning the welfare of people supported and the performance of employees that they require in order to fulfil their responsibilities.

By doing the following things well you will be a role model for support workers:

All of your actions will demonstrate your respect for the rights of the people you support, and for their decisions and choices.

You will offer guidance and advice to people where it is in their best interest.

You will take steps to find out each person's preferred method of communication, listening to them and encouraging their communication.

You will provide physical care and assistance in accordance with people's agreed care plans, respecting their preferences and taking steps to preserve their dignity.

You will support people to achieve their personal outcomes.

You will coach people to develop new skills and recognise and use their talents.

You will help people to generate solutions to the problems they face, assisting them to find and use relevant information.

You will support people to maintain important relationships, which may require you to intervene to help resolve conflicts.

You will connect people you support with others with whom they have shared interests and ideas.

You will encourage people to value work, supporting them to find and maintain employment.

You will promote people's individuality, where necessary advocating on their behalf.

You will encourage and support people to exercise all of their rights, responsibilities and obligations as citizens.

You will take appropriate action to ensure that people you support are safeguarded from abuse.

You will assist people to access services and agencies necessary for their well being.

You will adventure with people, encouraging and assisting them to overcome barriers and try new things in a safe and supportive environment.

You will act in a professional manner, keeping good records, communicating effectively and sharing information as appropriate.

You will devote the whole of your working time, attention and abilities, to the people you are employed to support.

You will be an effective team member, co-operating with colleagues and other people in the best interest of the people you are employed to support.

You will understand and comply with the standards that you are required to work to and you will endeavour to exceed them.

You will comply with all relevant regulations in respect of Care Standards, Health, Safety and Environment.

You will dress and behave appropriately for the support role you are undertaking.

You will understand that this is not an exhaustive list of the things you will be required to do, and may vary within differing services.

Safeguarding:

All employees have a duty to take appropriate and immediate action to:

- ensure people with learning disabilities are safeguarded from abuse and to
- report any instances of alleged abuse which you witness or become aware of.

Confidentiality and Data Protection:

All staff are required to comply with our policies regarding confidentiality and data protection.

Diversity:

Brandon Trust is committed to its diversity policy and practices and it is essential that the post holder is willing to make a positive contribution to their promotion and implementation.

Health and Safety:

The Health and Safety at Work Act 1974 placed a legal duty on employees to:

- Take reasonable care of themselves and others who may be affected by their acts or omissions.
- To co-operate with their employer.

The Management of Health and Safety Regulations 1999 increased these duties to include:

- To use equipment and materials in accordance with instruction and training provided by the employer.
- To report serious dangers or potential risks observed to the employer.

Failure to do these four things is an offence in law for which individuals can be fined and, may lead to disciplinary action within the Trust.

The Management of Health and Safety Regulations also require employees to be 'competent' when carrying out the tasks required by the employer. If you do not feel competent to carry out any task required of you, please discuss this with your line manager, the Learning and Development Manager or the Health and Safety Manager.

General

This job description is not an exhaustive list of duties, but is intended to give a general indication of the range of work undertaken. It will vary from time to time in the light of changing demands and priorities of the Brandon Trust. Major changes in the range of work undertaken will only be carried out after consultation with the job holder.

Person specification:

Personal characteristics:	
• Innovative problem solver • Flexible attitude • Open to challenge • Willing to try new activities • Encouraging • Resilient • Confident • Adaptable • Able to flex working patterns • Self aware • Considerate • Calm under pressure	All these characteristics are essential
Experience:	
2 years demonstrable experience of working with people with learning disabilities.	Essential
Skills:	
Trade specific skills relevant to the enterprises you will lead.	Essential
Driving licence and own car The ability to drive and willingness to use your own transport on Trust business is desirable, and may be essential for some services. Please check the **Service Specific Skills Profile** for details of the requirements of a service. You will be paid a mileage rate for business journeys undertaken.	Desirable – may be essential for some services
Qualifications:	
Relevant Health and Social Care qualification Level 3	Desirable
Relevant management qualification Level 3	Desirable
A **vocational qualification** relevant to the enterprises you will lead.	Desirable
Maths and English Level 2 (GCSE and 'O' level grade A-C or CSE grade 1) Demonstrated by providing certificates confirming qualifications at this level or above OR through a practical assessment at interview. Where a manager uses discretion to appoint an individual who does not quite reach the required standard the person must reach the required standard to successfully complete their probation. *(Please contact HR for further guidance on qualifications.)*	Essential to complete probation

Appendix 1 Core Compentencies (Project Co-ordinator Job Profile)

Set out below are the core competencies for this role. Further details are available on the Brandon Recruitment website and internal intranet.

Core Skills Level	Level
Communication Communicates effectively at all levels and in demanding situations, promoting open communications and sharing of views	3
Achievement/Results Orientation Checks and monitors performance against given standards, sets own standards and improves performance	2
Customer Focus Looks for ways to exceed customer expectations, pursues requirements and invites customer feedback	3
Teamwork Contributes to effective team working and shows a willingness to co-operate across functional boundaries	2
Leadership Sets stretching personal and team objectives (SMART) in line with corporate aims and targets	2
Planning and Organising Sets own objectives with clear measures	2
Commercial and Business Awareness Controls the impact that work activities have on profitability	2

IT CORE SKILLS	Level
Basic Skills *Know how to use a PC*	1
Internet/Intranet *Know how to access and browse the intranet / internet*	1
Email *Know how to use email to communicate*	1
File Management *Know how to store and manage data*	1
Information Security *Know how to keep your PC safe*	1
PowerPoint *Know how to use PowerPoint*	1
Basic Word *Know how to use Word*	1
Digital Photography *Know how to use a camera*	1
Trent Self Service (Mii Space) *Know how to manage your personal record*	1