

## **Project Coordinator**

**Full Time (37 hours per week) @ £26,770 (6<sup>th</sup> June 2022 – 31<sup>st</sup> March 2025)**

This position is initially part of a 3-year delivery funded through the Scottish Government's Victim Centre Approach Fund. Years 2 and 3 will be subject to yearly review and confirmation of grant award

### **Project Profile**

**Work with minority ethnic victims of crime to provide a range of targeted services and activities through which they can improve their health and wellbeing and rebuild their lives.**

### **Outcomes**

- Minority ethnic victims of crime have increased opportunities to access services to improve their physical and mental health
- Minority ethnic victims of crime have reduced their isolation and loneliness through accessing confidence and capacity building activities.

In addition, the project will contribute to.

### **VCAF Priority 1**

Victims will have access to practical and emotional support, regardless of: whereabouts in Scotland they live; the nature or severity of the crime; whether it has been reported; or what stage of the justice journey they are at.

### **Objectives**

The key objectives of the project are detailed below

#### **1. Health and wellbeing Services per year**

The project will ensure that information and support is available to all minority ethnic communities on recognising a crime, accessing support services, and improving their health and wellbeing. This information will be ongoing and posted through our social media platforms, newsletters, and diverse projects. Our aim is to reach 1000 diverse communities' members each year. From this, we will then:

- support 50 minority ethnic victims of crime through a befriending service with one-to-one support, signposting, and referrals
- provide 3 x 8-week blocks of gardening, walking, cooking, sewing activities and conversation classes involving 30 minority ethnic victims of crime. (These activities have climate action and sustainable environment results attached to it)
- provide conversation classes for 10 minority ethnic victims of crime

- provide a weekly communities-based surgery reaching 50 minority ethnic victims of crime to provide information, referrals and signposting to other support agencies working in this area (for example, to mental health or counselling services).

## **2. Rebuilding their lives services per year.**

The project will ensure that information and support is available to all minority ethnic communities across the areas below, including accessing mainstream services. This information will be ongoing and posted through our social media platforms, newsletters, and diverse projects. Our aim is to reach 500 diverse communities' members each year. From this, we will provide:

- A weekly community-based advice and information service reaching 100 minority ethnic victims of crime, covering:
  - Victims' Rights
  - Housing
  - Benefits
  - Financial Support
  - Education Pathways
  - Fuel and Food Poverty
  - Employability Support

### **Team**

The project team will consist of Project Coordinator, Activities and Engagement Officer and Project Support Workers.

### **Location**

The role is a mix of indoors onsite and outdoors off-site responsibilities, with regular travel between Glasgow, North Lanarkshire, and Renfrewshire. The role also requires attending meetings and events elsewhere in Scotland if necessary. (The role will also offer a flexible hybrid approach where applicable - based at the office and/remotely)

## Job Description

The main duties of the post will include:

1. To plan and deliver all activities of the project in consultation with the Activities and Engagement Officer and project staff including:
  - a) Establish and deliver activities along with project team on all strands of the project
  - b) Coordination and supporting project team in delivery of project outcomes including marketing and evaluation
  - c) Deliver one to one and group support to victims of hate crime to external agencies and support services.
  - d) To support project staff to deliver sessions to people from target minority communities in all areas of activities.
  - e) Build and sustain partnerships with external agencies, public, and 3<sup>rd</sup> sectors.
  - f) Outreach and engage with partner agencies working with communities and individuals from target ethnic minority and vulnerable communities in Glasgow and wider areas.
  - g) Have a strong understanding and awareness of hate crime and its effects on vulnerable groups
  - h) Oversee and engage with project social media platforms
  - i) Develop marketing and social media content
  - j) Support collection and input of all feedback, data, and evaluation material for project
2. Research into the viability of match funding and other resources to complement and enhance delivery.
3. Managing Project Budgeting and reporting this to Management and Office Manager
4. Support volunteers to become involved in delivering project activities and investigate the legacy and sustainability of the delivery.
5. Attend training, meetings, and conferences/seminars relevant to the project throughout its duration
6. Support the project staff in development and collection of feedback, evaluation material and impact from project participants. Regular reporting and evaluation to be fed back to funder and wider networks.
7. Work occasional unsociable hours
8. Any other duties designated by the Line Manager

## Person Specification

All of the following requirements will be assessed from a combination of information provided from an application form, the interview process and references:

	<b>Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>
1.	Good verbal, written and presentation skills	✓	
2.	Ability to meet deadlines	✓	
3.	Organisational skills	✓	
4.	Ability to use own initiative and organise own workload in consultation with Project and WSREC staff	✓	
5.	Ability to be self administering	✓	
6.	Ability to demonstrate an active commitment towards equal opportunities and anti-discriminatory practice	✓	
	<b>Experience</b>		
7.	Experience of project delivery in a community setting and have experience of delivery within the Public/3 <sup>rd</sup> Sector	✓	
8.	Experience working with external partners to deliver project services and functions	✓	
9.	Experience of supporting vulnerable communities who have faced hate crime and have knowledge of 3 <sup>rd</sup> party reporting and external support agencies.		✓
10.	Good IT skills including word processing and database management	✓	
11.	Experience of contributing effectively as a team member	✓	
12.	Experience of using innovative evaluation methods to capture project impact and learning	✓	
13.	Experience of report writing	✓	
14.	Experience of using social and other media to share learning and opportunities	✓	
15.	Experience of organising climate change related awareness events with minority ethnic communities.		✓

	<b>Knowledge</b>		
16.	Knowledge of services available to communities to learn more about reducing carbon emission i.e.. growing, recycling, home energy reduction etc	✓	
17.	Demonstrable knowledge of a diverse range of minority ethnic communities in Glasgow and associated community structures	✓	
	<b>Training and Qualifications</b>		
18.	Educated to Higher National Diploma (HND) or professional qualification, e.g. community education	✓	
	<b>Other</b>		
19.	Willing to work some evenings and weekends	✓	