



JOB DESCRIPTION

Name of Employer:	Richmond House SCIO
Job Title:	COMMUNITY SERVICES CO - ORDINATOR
Responsible to:	Principal Officer
Hours:	30 hours per week, worked flexibly
Salary:	£34,135 pro rata

Richmond House SCIO is expanding its range of community activities to support the community of Crieff and District. We are open to all but hope that our activities will support those in most need, particularly those who are frail, vulnerable, unpaid carers or are in fuel poverty, isolated and lonely or have a mental health issue.

Purpose of the role

- To facilitate the development of a range of community activities to improve the lives of vulnerable people in the for the Crieff and district area.
- To raise awareness and provide information to support people who are vulnerable or struggling with issues e.g., unpaid carers, dementia, loneliness, mental health issues.
- To encourage people in the local community to volunteer in the activities the charity is planning to operate.

Summary of main responsibilities

- To co-ordinate the community activities for the charity, working in partnership with stakeholders.
- Recruitment and supporting volunteers in the community roles
- To develop a range of marketing, information publications and social media to raise awareness of the charity, its activities and other services.





Specific tasks

- Co-ordinate and oversee the community groups
- Develop new social care services through liaising with the focus group and stakeholders
- Create and maintain record keeping arrangements for services including financial
- Undertake Walk Leader training with Paths for All, and lead walks as required.
- Answer calls and enquiries from the public and service participants
- Have an awareness of local social care services in order to signpost members of the public if required.
- Update social media, website and the local press
- Liaise with local statutory and third sector agencies
- Provide monitoring information to Grant Funders.

