



JOB DESCRIPTION

Post:	Activities Coordinator for project 'Paxton Connexions'
Salary:	£national living wage
Hours of work:	15 hours per week
Hours/Days worked:	Flexible
Contract to:	28 February 2025 with the possibility of extension.
Annual Leave:	30 days (full-time equivalent, including bank holidays)
Responsible to:	General Manager
Location:	The Paxton Centre, Homelands, 14a Links Road, Lundin Links, KY8 6AT.

About Homelands Trust-Fife

The Homelands Trust-Fife is an independent Fife-based charity working to improve the quality of life of people affected by any disability, long-term illness or life-limiting condition. This is achieved through the provision of purpose-built, accessible, self-catering holiday accommodation and an accessible, drop-in community hub on the site known as Homelands.

The Paxton Centre sits within the Homelands grounds and is a multi-use community hub. It currently offers activities such as mindfulness, craft classes and art classes, and has a range of rooms that are available for both community use and for those who wish to hire spaces for eg therapies or meetings.

Surrounding the lodges and Paxton Centre is a small mature woodland and horticulture space offering outside volunteering opportunities.

Job Purpose

The Activities Coordinator will lead a pilot project (Paxton Connexions) to proactively reach lonely older people, people with disabilities (and their carers), and people living with dementia. This will be achieved through:

1. The development and running of low or no-cost activities in the Paxton Centre, helping people to feel connected and involved in shared group activities.
2. Removing barriers to participation (eg transport and expensive costs).
3. Offering nutritious soups, drinks and snacks to participants at no cost/optional donation.

Duties and Responsibilities

The following duties and responsibilities are intended to give a broad indication of the variety of tasks that the postholder may be asked to undertake. This job description is not an exhaustive list and may change as the project develops.

Events and activities

- Carry out a mapping exercise of the local area to determine the range of activities and events available, identifying the gaps in local provision.
- Carry out a consultation with guests to the Homelands accommodation to discover what type of events and activities they may wish to take part in.
- Identify appropriate events and activities that may be suitable for our target beneficiaries.
- Draw up a calendar of events and activities and publicise it locally.
- Engage with potential activity leaders/tutors.
- Work within the planned activity budget.
- Undertake risk assessments for events and activities, considering the diverse range of ages and abilities.
- Market and promote the events, activities and opportunities for low cost room hire in the local area and beyond.
- Engage with local organisations and groups who can help us reach target beneficiaries (eg local churches, GP surgeries, mental health groups).
- Assist with providing travel information and/or transport to potential participants if travel to the Paxton Centre is a barrier.
- Keep accurate expenses and receipts for the project.
- Develop and implement ongoing, light-touch evaluation approaches.

Volunteer Management and Tracking

- Check existing volunteer application records to determine current levels of engagement and what existing volunteers are interested in being involved with are.
- Establish and regularly update a record of volunteers supporting and participating in events and activities.
- Communicate regularly with volunteers.
- Provide and/or organise any relevant training to volunteers to allow them to assist with the delivery of events/activities.
- Document and log volunteer hours in volunteer tracking system and report hours to the General Manager.

Evaluation of Events and Activities

- Collect and manage feedback from activity participants through written reports and verbal comments.
- Collect other forms of feedback such as photographs and videos.
- Share feedback with the General Manager and board of Trustees to acknowledge strengths and weaknesses, and to recommend improvements for future activities.

General Working Practices

- To maintain the highest standards of record keeping in accordance with professional codes of practice of Homelands Trust-Fife.
- The role will involve some weekend working and occasional evening working.

Special Conditions

The post may will require a PVG (Protection of Vulnerable Group) to work with both adults and young people.

Qualifications and Experience

- Experience of event planning and management.
- Experience of planning and implementing training sessions.
- Dedication to volunteering and coordinating volunteer activities.
- Experience of recruiting, training, managing, and supporting groups of people involved in community-based projects.
- Ability to build relationships and work with volunteers, staff members and community members.
- Experience of creating posters/flyers eg using Canva.
- Experience of working with social media.

Communication

- Strong language and communication skills (written and oral).

Commitment to service

- Ability to work with people from diverse backgrounds.
- Willing to work some weekends and evenings, often as the lone staff member during these times.

Professionalism

- Ability to work well independently and as part of a team.
- Maturity and good judgment in relating to Homeland Trust-Fife's peers, partners, and families.
- Availability, dependability, and willingness to be flexible.
- Demonstrated ability to solve problems.
- Enthusiastic and positive attitude toward helping others.

In addition candidates should:

- Be highly motivated.
- Share Homeland Trust-Fife's philosophy and values.
- Be committed to high standards of performance and presentation.
- Be committed to equality of opportunity for all.

Recruitment process

To apply for this post, please send your CV and covering letter to Helen Lawrenson, General Manager, Homelands Trust-Fife, helenl@homelands-fife.co.uk. Or mail to: Homelands Trust-Fife, 14a Links Road, Lundin Links, Leven, KY8 6AT.

For enquiries please contact Helen Lawrenson, General Manager on 01333 329039 or by email.

CV and covering letter to be received by: **Monday 3rd June at 5pm.**

Interviews scheduled at the Paxton Centre, Homelands Trust-Fife for **Monday 10th June.**