



One Wellingborough (1W) A Victoria Centre/Glamis Hall joint venture



Job Description and Person Specification

Job Title	1W Project Coordinator (1WPC)
Based at	Glamis Hall, or Victoria Centre, Wellingborough
Position reports to	1W Project Leader (1WPL)
Hours	37 hours per week - Temporary to 31 st March 2021
Payment	£1,466 pcm (Gross)

Job Description

Job Purpose Summary: Assist the 1W Project Leader (1WPL) in enabling the Victoria Centre (VC) and Glamis Hall (GH) to provide a network of community support covering all the Wards of Wellingborough Town during the Covid-19 emergency.

Key Responsibilities and Accountabilities:

1. Support in the day to day delivering of all 1W services and in the collection and presentation of data (including pictures) to prove all key outcomes are being achieved
2. Take direction from the 1W PL
3. Support the recruitment, training of Volunteers, and take part in the delivery of basic health and safety and specific Covid-19 distancing and safeguarding training
4. Support the safe running of Glamis Hall and Victoria Centre and operation of a risk register
5. Liaise with BCW and NCC's Community Response Hub(s), and other response teams as required
6. Liaise with volunteers/other community groups/those in need
7. Support 1WPL to identify all groups and organisations helping people, log their details, what they are doing and how 1W might help
8. Co-ordinate the matching of volunteers and community groups to those in need
9. Co-ordinate a food service from VC/GH, including hot/frozen meals, food parcels, etc.
10. Co-ordinate a telephone wellbeing service by volunteers for those in need
11. Co-ordinate a shopping/medical supply delivery/other services provided by volunteers
12. Assist with the provision of 4/5/6 in the absence of sufficient volunteers
13. Support the promotion of 1W services via leaflets, posters, media and social media and general distribution
14. Conform to all policies, procedures and guidelines laid down by VC/GH in respect of carrying out these duties and in other aspects of the service, as relevant.
15. Other duties as may reasonably be assigned to you from time to time
16. Ensure the equitable delivery of support across all diverse communities of Wellingborough



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Main Performance Measures

You will have....

- (1) Supported the effective delivery of 1W project and the achievement of key outcomes
- (2) Worked with BCW and NCC's Community Response Centres and delivered on their requests
- (3) Provided quality performance information as required
- (4) Maintained high standards of H&S and updated the 1W Risk Register
- (5) Have kept details about people, groups and organisations up to date
- (6) Supported volunteers in the effective delivery of all services

Person specification - Key Qualities, Skills and Experience, -

You will....

- Be practical, and flexible, a problem solver with an affinity for the needs of people in crisis
- Have an ability to assess and manage risk
- Be well organised you can listen to people's need and match them with appropriate support
- A good communicator, verbally and in writing, you have a good knowledge of IT including MS Office, Excel tools and various social media
- A 'people person', you are diplomatic and able to stay calm in challenging circumstances
- Demonstrate a commitment to equality and diversity and how to implement this in your day to day actions
- Be DBS Checked (Data Barring Service)
- Be caring, approachable, inclusive, and welcoming,
- Understand the importance of maintaining confidentiality, and upholding safeguarding requirements
- Literacy and Numeracy Level 2 or above literacy and numeracy skills

Marion Turner-Hawes

Victoria Centre Manager

16th November 2020