

Recruiting a Project Co-ordinator

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Linking Lives Aldridge

Stage 1 – Job Role

- Job Description
- Person Specification

Stage 2 – Secure Funding

- Get in touch with your local Voluntary Action organisation for guidance on fundraising
- Set out your objectives, activities and outcomes
- Apply for funds

Stage 3 - Advertising

Places to advertise:

- Facebook
- Churches together
- Methodist District
- Diocese
- Methodist Church
- Indeed
- Other local projects
- Local VA

Stage 3 - Advertising

- What to include in your advert
 - Eye catching opening statement
 - Hours of work, salary, Place of Work, Holidays, Probation period, pension
 - Purpose of Job
 - Where to get application pack
 - Closing date

- **PROJECT CO-ORDINATOR - LINKING LIVES ALDRIDGE – A PROJECT OF ALDRIDGE METHODIST CHURCH**

Are you passionate about helping to address social isolation and loneliness? Are you well organised and a great communicator? Are you confident in starting things from scratch? Then we need you.

We are setting up a new project working to help address the high levels of social isolation and loneliness in our community. We are looking for someone who is enthusiastic, proactive, and who enjoys supporting other people.

Project Coordinator for Linking Lives Aldridge

Hours: 20 hours per week

Salary: £12,480 per annum

Place of work: Aldridge Methodist Church, Anchor Road, Aldridge WS9 8PT

Holidays: 28 days per annum pro-rata

Probationary Period: 6 months

Pension: Auto-enrolment scheme in place

Purpose of the Job

- This post holder will coordinate the setting up, and manage the day to day activities, of the Linking Lives Aldridge Project which will include:
- a befriending service using the 'Linking Lives UK' model
- a 'Place of Welcome'
- a 'Holiday at Home' scheme
- You will be responsible for:
- developing links and working effectively and collaboratively with statutory agencies, voluntary organisations & local GP surgeries to ensure suitable referrals are maintained and the scheme is meeting identified needs
- recruiting, training and overseeing volunteers
- assessing the needs, abilities and requirements of referrals and identifying the most appropriate befriender for them to be paired with
- ensuring compliance with all policies and procedures, including safeguarding and data protection
- The successful applicant will have previous experience, be sympathetic to working in a Christian project and will be computer literate. DBS enhanced disclosure will be required.

Application pack available from revbevboden@btinternet.com or in writing from.....

Closing date for applications is Friday Interviews will take place in the week commencing

Stage 4 – Application Pack

- Statement about the project
- Job description
- Person specification
- Application form

Stage 5 – Selection Process

- Select panel for shortlisting and interview

- Short listing

Score applications against person specification

- Invite to interview

Set a task to bring

- Write to referees

Stage 6 - Interview

- Presentation

Please prepare a presentation, to take no more than ten minutes, on the following:

'What are the key issues that older people in Aldridge face and how would you help address them through this project. How would you link into the work that WMBC is doing to address the issues of social isolation and loneliness.'

Stage 6 - Interview

Questions

- What do you believe are the most important skills necessary for a successful project coordinator
- Why are you interested in this job?
- How would you identify, recruit & support volunteers
- How will you advertise & raise the profile of the project
- What support would you look for from a Line Manager
- What do you feel the role of a Management Committee should be
- Share a time when you led a team. What worked well. What did you bring to the team. What would you improve

Stage 6 - Interview

- Questions
- How would your friends describe you?
- For the 2012 Olympics, the cycling team worked on improving 10 things by 1% rather than one thing by 10%. What three things would you pick about yourself to improve.
- How easily do you trust people? When and under what circumstances has your natural trust of others let you down and back-fired on you?
- Tell us about your experience of working with older people.
What have you learnt from this experience about the needs of older people

Stage 6 - Interview

Questions

- How do you keep yourself motivated
- Can you describe a situation that you have found chaotic?

What did you do to respond to it.

How did you feel about it?

- You have explained how you motivate yourself. Can you tell us how you motivate others
- What situations at work make you feel anxious or under pressure

How do you deal with pressure?

Stage 6 - Interview

Questions

- What differences do you perceive in managing a team of volunteers compared to managing a team of paid employees
- How would you appraise, review and evaluate the activities of the project
- Have you any ideas for how the work of the project could be extended
- When you aren't working, what do you like to do? What is it about that that you really enjoy.
- A relative phones up stressed and worried about their elderly parent. They can't get hold of them and don't know what to do. How do you respond?
- Is there anything else you would like to share with us
- Have you any questions for us?

Stage 6: Scenario

If one of your volunteers disclosed to you that they had concerns that the person they were befriending was being abused, what would you do?

Stage 7 – Score & rank candidates

- Presentation
- Questions
- Scenario

Take a decision

Review references

Appointment

- Contract of Employment
- DBS
- Line Manager
- Management Committee