

**Job Description**

**Post Title:** Activities Co-ordinator

**Hours:** 35 hours per week

**Reporting to:** Brag Operations Manager - North

**Base Location:** Methil however covering Fife

**Salary:** £22k - £24k DOE

**Scope**

As an Activities Co-Ordinator you will join our No One Left Behind (NOLB) employability provision team and you will help design, organise, and support the delivery of a varied and appropriate programme of activities. Offering engaging and exciting opportunities, you will take into consideration the age range of our target groups - 19-24yrs and 25yrs+.

We are looking for someone who can demonstrate excellent organisational skills, communicate effectively at all levels, is a team player and can ‘think out of the box’ in relation to activities and engagement opportunities. With experience of working with Brag’s target client groups, you must also demonstrate a commitment to quality and service delivery.

The post holder will report to the Operations Manager and will be expected to liaise with the NOLB keyworkers around client needs/client feedback, in relation to tackling the most pressing personal and social issues for clients. This is with the aim of reducing social anxieties, building confidence, tackling loneliness, skills development and more importantly supporting clients on their personal journey. We have offices based in Crosshill and Methil and you will be expected to engage with the teams across both sites.

**Learning**

Duties will include but not be limited to:

Deliver activities/personal development programmes across Fife.

Assisting in the planning of a programme of activities and organising any programme resources required in consultation with the Operations Manager and NOLB staff team.

Receiving and actioning referrals from keyworkers/partners.

Liaising with clients re activities/programme details/timings/venue/travel arrangements.

Carrying out Risk Assessments, considering Health & safety procedures.

Marketing activities/programmes with stakeholders, partners and NOLB staff team.

Maintain a high degree of confidentiality in accordance with GDPR legislation.

Collate relevant monitoring and evaluation information using a variety of creative methods and report to the Operations Manager.

Liaise with other staff members to ensure effective planning and delivery of all stages of the programme.

**General**

Attend meetings and conferences as deemed appropriate by the Operations Manager or which are directly related to the activities of programmes highlighted in the scope.

Attend training that has been agreed, primarily, through a Personal Development Planning process.

Undertake any other duties as requested by the Operations Manager that are in the “spirit” of the post’s intent.

**Essential**

Skills to manage a wide-ranging workload against competing priorities.

Experience of delivering a variety of activities to young people and adults.

Clear and concise written and spoken communication skills.

Excellent planning and organisational skills.

Knowledge of Health & Safety and Risk Assessment processes central to safe service delivery

Must hold a current, clean driving licence.

**Desirable**

Knowledge of a range of activities, for example, Arts, Sports, Leisure, Outdoor Adventure.

Qualifications in relevant field.

**Personal Attributes and other requirements**

Team player.

Self-motivated and proactive.

Flexible and willing to work in a constantly evolving environment.

Conscientious and responsible.

Ability to support and enthuse others and maintain a professional image.

Willingness to travel, including some evening and weekend work.

**As an employee of Brag Enterprises, the post holder will also be expected to:**

Contribute to the maintenance of a safe and healthy working environment.

Successfully complete induction training and probationary targets.

Positively promote professional relationships within the organisation, with colleagues, with other professionals and agencies, and the wider community.

Positively promote the organisation and its services.

Fully participate in systems, which ensure full attention to confidentiality, equal opportunity, and anti-discriminatory practice.

Promote professional standards of service delivery in accordance with policies and procedures.

Ensure that all administrative functions appropriate to the post are carried out to a high standard, in accordance with stated policy and procedure and that appropriate records are maintained.

It is the nature of the work of the post that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises so that tasks which are not specifically covered in their job description, can be undertaken.

‘This post works 100% as part of the No-One Left Behind Project and is funded through the Opportunities Fife Partnership.’