



Our Place Wye: Covid 19 Coordinator (15 hrs pw. Temporary)

Our Place Wye CIC has received funding from Kent Community Foundation to continue the coordination of current activities to respond to the Coronavirus and to develop the support within the community – promoting wellbeing and good mental health over the coming months.

The Covid-19 Community Coordinator would work in close liaison with the KCC Community Warden, Ashford Borough Council Covid-19 coordination unit, the Parish Council, the Church, the Surgery as well as many other community support groups.

The Coordinator will be answerable to the Our Place Management team. They will also be supported and guided by Dave Martin who is a director of Our Place Wye.

We envisage this to entail 15 hours per week; temporary, 3 months in the first instance but with the likelihood of extension.

While the role is remunerated, the person selected will be carrying out the work on a freelance basis. ie. they will not become an employee of Our Place Wye.

Background

We had made funding applications to engage a coordinator just prior to the Covid-19 crisis which suspended applications. In the future we aim to apply for continuation of a coordinator's role building upon the experience of Covid-19.

We hope that this Covid-19 Coordinator's role would help us to:-

- Consolidate the activities to support people in the community.
- Learn from what has been needed, what has worked and what has caused difficulties.
- Build upon the community engagement with a view to sustaining this in the future.

- Plan for a smooth transition to the “new normal” in liaison with partner organisations.
- Ensure that information about support and wellbeing activity is communicated in an accessible way especially to those who would most benefit.

In particular we are keen to explore ways to increase involvement and participation within the community, we are interested in introducing some form of “community connectors” scheme. Other aspirations of the OPW programme are:-

- Intergenerational cohesion – scheme(s) to bring generations together
- Transport/shopping/mobility – explore new models e.g. eco friendly/employment business

Key responsibilities & activities

Coordinate/manage and develop current activities. This includes liaison with the Communicator regarding the Facebook group and the newsletter; liaison with the community warden and Our Place Wye management group regarding ongoing Our Place Wye projects (both those that have arisen as a result of the pandemic and also those which were curtailed); planning for restarting the curtailed projects; attendance at the Our Place Wye management meeting. (Currently held weekly.)

Provide one-to-one support, advice and information to people in the community (as and when appropriate). We see this role as being something of a citizens’ advice role where we can signpost people in need towards other organisations who can help.

Our Place Wye has recruited 50+ volunteers to help in the community during the pandemic. We need our coordinator to email these volunteers every week in order to keep them informed as to what’s going on. We also hope that we may be able to draw them into future projects – once lockdown and the dangers of the pandemic have passed.

Some volunteers will come forward to perform tasks that will necessitate health and safety and safeguarding checks. We will require our Coordinator to make sure that these checks are in place and to liaise with the Our Place Wye management team if they aren’t.

To represent Our Place Wye as required. Including but not limited to...

Networking and liaising with partner agencies and other community representatives.

Building strong working relationships with the Parish Council, Police, Adult Social Care, local Churches, GPs, local Businesses, Clubs and other organisations etc.

Helping to identify and develop possible future projects as indicated above and possible sources of funds for these projects. To help draft funding applications.

Essential Requirements for Covid-19 Coordinator

Skills and Experience

- Experience of working with a diverse range of stakeholders within communities
- Experience of providing one-to-one support and of working with groups
- Excellent communication and interpersonal skills

- Experience of organising community activities
- Community leadership and team/group building skills, strong facilitation skills.
- Self-directed and experience of working autonomously
- Experience of managing community-based projects.
- Experience of applying for and securing funding.
- IT literate on Microsoft packages. Experience of web based research and use of web based communication systems.

Qualities and Attributes

- Flexible & adaptable.
- Good listener.
- Team player with an open and honest manner and ability to build on effective relationships with a wide range of individuals.
- Confidence and ability to encourage and challenge community leaders and professionals.
- Ability to motivate and empower citizens to 'do it for themselves'.
- Political awareness and an ability to influence, challenge and support
- Strongly believes every citizen has something valuable to contribute to building the community, regardless of their past experience.

Interaction with Local community

As one of the representatives of Our Place Wye, we need the appointed Covid-19 Coordinator to be universally respected and be prepared to embrace all sections of the community

Striving for Continuous Improvement

Able to give examples of flexibility and positive response to change

Diversity and Equality

Ability to understand the concept of diversity and respect for others and be committed to these issues

Teamworking and Delivering in Partnership

Able to give examples of the ability to work effectively on one's own but to engage with others/ call for help as the need arises.

Leading and Developing others

Demonstrate ability to support, encourage, motivate and lead others.

Employment status

The role is offered on a freelance (self-employed) basis, at 15 hours per week at an hourly rate of £14 per hour and will be ideally fulfilled by someone already living in the local area.

Most of the work will be from home – but there is also a chance that we may set up a drop-in arrangement for residents at one of the village halls (perhaps for an hour a day?). The person appointed will enter into an agreement with Our Place Wye CIC that sets out their role as a service provider and the terms and conditions of the arrangement. This will not constitute an employment contract.