Leonard Cheshire Disability - Can Do Programme

Young, Willing and Able!

Leonard Cheshire Disability has an exciting opportunity for those able to deliver a ‘Can Do’ attitude!

‘Can Do’ is a community based volunteering programme which supports young disabled people aged 16-35, in their local community to develop their skills, provide new experiences and promote their independence by participating in a variety of projects.

Programme Co-ordinator - Can Do £10.80 per hour
Southend on Sea

Home based, 28 hours per week
fixed term contract (12 months) with an opportunity to be extended.

The Programme Coordinator, reporting to the Senior Programme Coordinator for the South, will be responsible for the recruitment; training, creation of volunteering opportunities and community based projects for young disabled people aged 16-35. Working directly with young disabled people, you will be responsible for enabling them to learn transferable life-skills through training and participation in community-based volunteer roles. Your role will include supervising and supporting volunteers in their roles including national and local projects.

Key Responsibilities to include:-

- Support the programme to achieve positive outcomes for disabled young people in line with project plans, Theories of Change, Quality Management and Evaluation Frameworks
- To recruit, train and manage disabled young volunteers and support volunteers in line with programme targets
- To build relationships with local schools, colleges, disability groups and services, to promote the project and recruit groups of volunteers and individual volunteers
- To design and develop bespoke volunteering sessions, community activities, and skill development workshops to meet the programme’s outcomes framework
- To support volunteers to complete relevant paperwork, including photographic and written evidence of achievements
- To organise and present at external meetings, including promotional and networking events
- To undertake any other reasonable duties as requested

We are looking for candidates who have a good knowledge of the local community, are passionate about supporting young disabled people and have the motivation to make a difference. You will have experience of working with young people/disabled people, delivering/organising projects
and events. Knowledge of teaching life skills or youth work is highly compatible with this role. You will be a confident pro-active communicator, who can work well in partnership with colleagues across the organisation, promoting the work of the programme, and creating opportunities for our volunteers within the charity and with external partners.

**Key Experience preferred for the role:-**

- A background within a role working with young people is essential
- Experience is delivering/organising projects/events and building community links is essential
- Experience of working with disabled people is desirable
- Good Standard of education and IT literate
- An engaging manner with ability to build rapport with people young people
- Passion, enthusiasm and a real commitment to make a difference to people lives
- A reliable approach to work
- Car and own vehicle( essential)
- A satisfactory disclosure check is required for this post

If you feel you have the capability to network and build partnerships with organisations working in communities across Southend on Sea, identify new opportunities and build relationships with young disabled people aged 16-35, we look forward to hearing from you! This is an exciting yet challenging role for someone keen to work in the voluntary sector.

Leonard Cheshire Disability welcomes applications from all sections of the community.

A satisfactory disclosure check is required for this post.

To apply please visit [www.leonardcheshire.org/jobs](http://www.leonardcheshire.org/jobs) and search for reference LCD3999. If you do not have internet access, please contact 01902 792060, quoting the reference number.

**Closing date:** 15 July 2015