

Job title:	Project Coordinator
Reports to:	Operational Manager
Department:	Sunraye
Main purpose of the role:	To provide a high quality and person centred support service by the coordination of support packages to homeless females in Sunraye.

Core Responsibilities:

- Lead and coordinate aspects of the service relating to support and welfare of clients and the delivery of these and other aspects of the project
- Ensuring the environment, both physical and psychological, is conducive to the support and wellbeing of clients
- Conducting continuous assessments and planning in partnership with clients that are regularly and professionally reviewed.
- Formulating, implementing and monitoring appropriate support packages based on individual need
- To develop and maintain effective communication with clients to provide information, advice and guidance to clients to help identify any barriers to progression and to support with finding appropriate solutions.
- Leading support workers to complete and organise and facilitate group activities including, forums, training session and consultation processes, to facilitate “Move On” sessions, job search sessions and client involvement events.
- Identifying and record risks and formulate appropriate action plans, cascade any known risks or concerns to relevant colleagues and other external agencies as appropriate
- Keeping up to date with developments in policy, practice and legislation in respect of safeguarding, Social Services and Wellbeing Act, benefits and benefit reform and homelessness.
- Responding appropriately to crisis intervention situations
- Meetings regularly take place to agree plans of work and to review people’s process in meeting their roles and responsibilities.
- Where necessary, issues are reported upwards to ensure that action is planned and its implementation monitored.
- All members of the team are kept informed on relevant issues and consulted as appropriate.
- To assist in operating the on call system.

Additional Duties:

- To provide support in managerial aspects of the daily operations of the project
- To carry out any other duties appropriate to this post, as necessary or as requested.
- To promote and represent Local Solutions at meetings and with other related organisations as appropriate.

General Skills and Experience:

- Excellent communication and organisational skills
- Supervisory skills
- Experience of working in similar background

Job Holder:		Date:	
Reporting to:		Date:	