

JOB DESCRIPTION

Job Title and Grade	Community Co-ordinator
Reference	HR-RF-036-2021
Publication	February 2025
Reporting Relationship	The Community Co-ordinator reports to the Community Services Coordinator or National Community Development Manager
Purpose of Role	
<ul style="list-style-type: none"> The Community Coordinator will be responsible for leading a dedicated team in delivering quality standards of care and support to children and adults with physical and sensory support needs, ID, and Autism with a person-centred approach. Responsible for the operational management and ongoing development of outreach and New Directions Day services. This is in line with best practice, and National Policy. 	
Key Function	
<ul style="list-style-type: none"> To develop and manage individualised programmes and activities for service users in the areas of personal development, community inclusion health, education, recreation, volunteering, and job opportunities. Support the day-to-day management of the service location(s) Responsible for effectively leading, motivating, training and supervising a staff team Managing available resources in line with allocated budgets To develop and maintain positive relationships with community groups and relevant stakeholders. Responsible for ensuring the provision of person-centred services in line with the 'National Framework for Person – Centred Planning in Services for Persons with a Disability' 	
Eligibility criteria - Qualifications and/or experience	
<u>Essential Criteria</u>	
<ul style="list-style-type: none"> Relevant qualification in Social Care, Nursing, Social Work, or another relevant discipline. A minimum of 5 years' relevant experience working in the area of social care or other relevant sector e.g., community settings A minimum of 2 years' experience in management or supervisory role in the area of health or social care. Possess a full clean driving licence and access to own vehicle Ability to work independently and as part of a team. Strong problem-solving skills. Excellent interpersonal and communication skills. A knowledge of New Directions Interim Standards for Day Services 	
<u>5 Family Principles</u>	
<ul style="list-style-type: none"> TRUST & RESPECT AND OPENNESS & HONESTY ARE OUR FOUNDATIONS REALISING POTENTIAL CONFIDENCE – WHEN ON TOP OF YOUR GAME, CHANGE YOUR GAME FAST EVIDENCE BASED DECISION MAKING RFM 	

SWAF

- Skill - Do people have the competency to complete the job- as per JD
- Will- Do they show a willingness to complete their job to a high standard
- Ambition- Do they have ambition to progress in Resilience and/or go above and beyond
- Fit- Do they fit into the culture of Resilience and live by the family principles