

# ENABLE Ayr and District SCIO

## Sutherland House, Ayr

<b>Job title:</b>	Community Link Worker - Sutherland House Project
<b>Purpose of post:</b>	To provide support to the Project Manager in the delivery and development of mentoring/befriending services for people with learning disabilities in Ayrshire.
<b>Responsible to:</b>	Project Manager
<b>Responsible for:</b>	Supporting volunteers and their befriending partner in their community link.
<b>Location of post:</b>	Based in Ayr but travel throughout Ayrshire

### Main tasks and duties

- Delivering the mentoring and long term community befriending service
- Co-ordinating daily use and security of Sutherland House for staff and volunteers
- Promoting the service to and registering people with learning disabilities who wish to have mentoring/befriending support
- Recruiting, interviewing, checking, training and supporting volunteers
- Matching and linking people with learning disabilities with their befriender/ volunteer
- Supporting and monitoring links including all financial aspects
- Organising local fundraising and publicity
- Submitting monthly reports to the Project Team Leader
- Assisting the Project Team Leader in project wide matters, such as evaluation

### Essential skills and experience

- Good communication skills- both verbal and written
- Experience of working with people with disabilities or of providing a social service.
- Experience of working with volunteers
- Management experience
- Flexibility and initiative
- Driving licence & own transport

### Desirable skills and experience

- Experience of working in a voluntary organisation.
- SVQ Care level 3 or above
- Experience of delivering training
- Experience of organising publicity
- Computer literacy

**Hours of work:** 16-20 hours per week and may include evening/weekend work.

**Salary:** £9.00 per hour

**Duration of post:** 3 years

**Training will be provided.**

**Closing date for applications is Friday 22<sup>nd</sup> December 2017.**