

Job Title: Links Project Coordinator

Location: Mid & South Essex

Reports to: Links Project Lead

Salary: £27,397.50

Job Type: Full-Time, Permanent

About Us:

Hamelin exists to reimagine life for individuals with learning disabilities and autism, enabling limitless possibilities. Our mission is to build inclusive, caring, and compassionate communities for autistic individuals and those with learning disabilities. By empowering and supporting these individuals, we strive to enable them to live the lives they choose.

Your New Role:

The role will support people with learning disabilities and autistic people to identify and work towards outcomes they want to achieve, and to identify and address barriers to participations within their community.

The project coordinator will support referrals with specific aims and objectives within the project scope – for example traveling to meet a friend, accessing sports, increasing confidence and ensuring isolation is reduced.

Your Day-to-Day:

Hamelin is seeking a confident coordinator to support our expanding Links Project. In this diverse role, you'll play a pivotal part in ensuring our individuals meet their goals and create a lasting impact in our communities as well as being the first point of call for new individuals accessing the service.

In your day-to-day role, you will be striving to build, expand and strengthen the project whilst working closely with the project lead to ensure all key performance indicators and any project targets are met. The role is responsible for onboarding individuals into the project as well as completing ongoing assessments and gathering feedback.

Links Project: This initiative focuses on enabling adults with learning disabilities to engage in community activities through befriending, mentoring, and peer-led programs, all supported by our dedicated volunteers. As the project coordinator, you will support with the key administrative tasks that keep this project running smoothly.

This role is crucial in making sure we deliver exceptional service, stay compliant, and run our project efficiently— whilst ensuring our mission, vision and values are not compromised.

Project Skills:

- Support with the daily operations of the project scope.

- Adhere to the strategies to grow and enhance the projects, meeting the ever-changing needs of those we support.
- Awareness of resources and volunteer efficiency to ensure we get the best possible outcomes for the individuals we support.

Teamwork:

- Work in partnership with Hamelin's volunteer manager.
- Ensure the project remains a motivated team that aligns with our values and goals.
- Report on the performance of the current project, providing feedback and support to ensure high standards of care and efficiency.

Compliance and Quality Assurance:

- Follow Hamelin's policies and procedures to maintain best practices and regulatory standards.
- Implement and oversee quality assurance processes, including gathering feedback from project participants and colleagues to keep improving our service delivery.
- Engage with and become involved with continuing self-development.

Stakeholder Engagement:

- Identify, build and maintain strong relationships with project participants, families, local and health authorities representatives, and other key stakeholders.
- Represent the Charity and service at meetings, events, and forums, advocating for the needs and rights of those we support.
- Work closely with other teams and services within the charity to ensure a unified approach to care and support.

Business Development:

- Identify and exploit opportunities for expanding the service, from new partnerships and funding sources both inside and outside health and care to innovative care models.
- Prepare and present feedback and data when required to the project lead.
- Lead marketing and promotion of the service, boosting awareness, interest and attracting new project participants.

Other Requirements:

- Be ready to work flexibly, which could include weekends, and bank holidays. You might also be asked to work in different services as needed.
- Complete all required training, whether through e-learning or in-person courses.
- Adhere to our published policies, procedures, and standards.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with the role of Business Manager at Hamelin.

Are you ready to take on the challenge?

We're a values-driven charity, and we expect all our colleagues to truly live out our core values every day. Below, we've outlined what we're looking for in the ideal candidate:

We Think Differently

It's essential that:

- You're committed to reshaping how services for people with learning disabilities and/or autism are delivered, with a forward-thinking mindset that meets the needs of today and anticipates the needs of tomorrow.
- You bring innovation to the table, always putting our project participants at the heart of every decision.
- You inspire aspirational and positive thinking within the team, helping to build a community full of optimism.
- You lead by example, inspiring change and setting a high standard for others to follow.

We Enhance Lives

It's essential that:

- You make bold, meaningful decisions that improve the quality of service for everyone.
- You and your team celebrate our project participants' successes and create new opportunities for them to thrive.
- You're dedicated to supporting your team's growth and development.
- You're a true team player—listening, supporting, and jumping in to help wherever needed.

We Are Community

It's essential that:

- You create and nurture a caring, respectful, and inclusive environment for both project participants and colleagues.
- You actively listen to your team and encourage them to challenge the status quo in pursuit of better service delivery.
- You maintain a culture of collaboration and positivity, ensuring that everyone's voice is heard and valued.

About you

It's essential that:

- You have at least two years' experience within a coordination/administration service for individuals with learning disabilities and/or autism.
- You have a proven track record of successful project administration.

- You hold a valid driver's license and have access to a vehicle.
- You are able to work flexibly across locations in Essex to fulfil the requirements of the role.

It's desirable that:

- You have experience working in a charity or non-profit organisation.
- You have links within community services.
- You have experience in IT systems.
- You're familiar with the local community and relevant stakeholders.

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