



THE CHINESE ASSOCIATION OF SOUTHAMPTON

JOB DESCRIPTION

Job Title:	Co-ordinator/Development Worker
Responsible for	Co-ordinating, developing and promoting projects for the local Chinese community
Accountable to:	The CAS Committee

Purpose of Job

1. To work closely with the Committee in the development and running of innovative programmes and projects to enhance the welfare and social care needs of Chinese elderly people in Southampton.
2. To increase awareness of the activities of the Chinese Association of Southampton (CAS) in the community through publicity.
3. To co-ordinate the efforts of volunteers and represent the views of the Committee at meetings and conferences.

Duties and Responsibilities

Aims and Objectives

1. To assist the Committee in giving direction with regard to developing and running programmes and projects which will be instrumental in eliminating racial disadvantage and overcoming social exclusion, especially among elderly Chinese people.
2. To assist the Committee in developing policies and procedures to ensure the effective running of the CAS and its projects for the benefit of the Chinese community.
3. To improve networking and liaison with Voluntary, Statutory and Private Agencies with a view to securing funds and resources for the continual development of the CAS aims and objectives.
4. To be responsible for the smooth running of the Information / Advice / Visiting / Interpreting / Victim support and other relevant projects by co-ordinating the efforts of volunteers,
5. To recruit, co-ordinate and give direction to volunteers as well as supporting them in their work.

6. To publicise the activities and projects through regular bilingual newsletters and other appropriate means.
7. To collect user data and advise the Committee and other Service Providers through meetings and reports of the needs of different user groups and to recommend further action.
8. To submit quarterly reports against targets and other initiatives set out in project proposals and to produce annual reports.
9. To monitor and evaluate all development projects provided by the organization..
10. To develop methods to ensure involvement of users in the planning and monitoring of projects.
11. To produce Action Plans and other records of work to the satisfaction of the Committee.
12. To provide admin support for and work loosely with the Committee to ensure the smooth effective running of the organization.
13. To coordinate responses and representation on external matters in relation to the CAS.
14. To supervise and support those Personnel under his/her jurisdiction when they are in post.
15. To maintain the CAS Policies including its Equal Opportunities Policy at all levels within the organisation and in its relationship with others.
16. To attend appropriate training and develop knowledge and skills as agreed with the Committee.
17. To attend meetings and undertake other reasonable duties as may be deemed necessary from time to time, by the Committee.

Person Specifications

- Minimum education qualifications equivalent to GCSE level
- Understanding of issues affecting Chinese people nationally and locally
- Fluent Cantonese or Mandarin, and English
- Good networking skills
- Experience of working in partnership with other agencies
- Good communication skills
- Good time management and organisation skills
- Some experience in fundraising and willingness to develop in this area
- Experience in publicity work or willingness to learn
- Ability to work on own initiative and motivation and to work in a team
- Able to manage and develop projects
- Able to supervise a small number volunteers (and staff when appointed in future)
- Knowledge of equal opportunities, Health & Safety legislation or willingness to undergo training
- Able to work flexible hours
- Able to produce and keep records and retrieve information
- Commitment to the values of the CAS
- Experience of working with a Board of Directors/Management Committees
- Budget management skills
- IT literate and basic admin skills
- Able to travel extensively in and around Southampton

Conditions of Employment

- Fixed term contract of one year, extension subject to funds available
- **Part-time at 12 hours per week at £5,500 p.a.**
- Pro rata holidays:-full time of 20 days annual leave in addition to Bank holidays
- Weekend and evening work is required for which time off in lieu will be given by the Line Manager.
- Regular supervision and support will be given by the Personnel Sub-Committee of the CAS, one of whom will be the designated Line Manager.

PERSON SPECIFICATION

Post: Co-ordinator / Development Worker

ABILITY/SKILLS	TO DO WHAT	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF THE APPOINTMENT?
Ability to Develop/Manage Projects — some experience in Community work including working with Chinese people	To assist the CAS Committee to develop programmes which enhance the quality of life for Chinese people in the city and region	Immediate experience now	5
Good communication skills both written and oral in English and Chinese (Cantonese and/or Mandarin)	Promote the work of the CAS and publicize through newsletters, informal & formal meetings	Immediate	5
Understanding the issues affecting Chinese People	To ensure effective service delivery and participation of all groups in the community especially Chinese groups	Immediate good knowledge and understanding now	5
Produce and keep records	To monitor effective use of the CAS projects and meet all agreed targets	Immediate	5
Carry out research analysis	To produce data to identify and support new and unmet needs	Immediate	
Interpersonal skills	To demonstrate sensitivity and a team work approach to all aspects of the project	Immediate	5

Networking and Multi-agency Working	To develop and maintain partnerships with statutory and voluntary agencies in a way that promotes the Chinese Community	Some experience now, must be willing to develop further in promoting equal partnerships	4
Fundraising and budget Management	To assist the Committee to access funds and monitor budgets	Some experience now, must be willing to develop further	4
Supervisory skills	To supervise volunteers and those future personnel employed by the Committee	Experience now or willing to undergo training	4
IT Literate and basic admin skills	To produce publicity material, reports, records, minutes of meetings etc and maintain internal and external communications in all aspects of the work	Some knowledge now with further training	4