

Project Co-ordinator

Connecting Generations

£22,000 pro rata (20hrs per week)

12-month fixed term contract

25 days annual leave plus 10 days public holidays pro rata

Day/Hours worked negotiable

Based in Hamilton, South Lanarkshire - Close to rail station and bus network

Closing date for applications - 5pm 17th June 2010

Please download the application form and return it to ross@familysupport.org.uk

For an informal chat about the role please call Ross McCulloch on 01698 421 333

Family Mediation South Lanarkshire Overview

Family mediation helps parents who are separating or divorcing make their own arrangements and plans for the future, particularly regarding their children. This can involve helping them communicate better through mediation or facilitating contact between children and a parent who no longer lives with them in one of our child contact centres. We work with families across the whole of South Lanarkshire and while the bulk of our users refer themselves we also work closely with a wide range of statutory and voluntary sector agencies, such as the court service, social work, health, education and Women's Aid.

In addition to mediation, we also provide child contact centres, children and young people's counselling, adult relationship counselling and parenting workshops. The Connecting Generations project will tie in closely with all of our existing services.

We are affiliated to the umbrella organisation Relationships Scotland and we are a key partner in Family Support Partnership Lanarkshire. Further information on Family Mediation South Lanarkshire can be found at www.familysupport.org.uk

Connecting Generations Project Overview

Studies show that helping re-establish meaningful ongoing contact between grandparents and grandchildren can have a significant positive impact upon the loneliness and isolation of older generations. We have 12-months funding to deliver an

intergenerational mediation service, focused on bringing grandparents closer to their grandchildren where contact has broken down. This innovative new service will build upon the success of our core family mediation service, which provides child-focused mediation for separated parents.

Mediation offers a way for parents, grandparents and grandchildren to meet in a neutral setting and explore the views and needs of all concerned leading to jointly agreed plans for the future. Importantly, should grandparents require a safe, neutral child-friendly venue to meet and play with their grandchildren they can utilise our network of child contact centres across South Lanarkshire.

We work with many vulnerable parents and intergenerational kin networks can serve as an important safety net for children whose parents are unable to provide appropriate emotional support for their own children. Various studies highlight the important role of grandchildren as a unifying element, bringing all three generations into contact with one another, regardless of whether or not parents and grandparents have harmonious relationships.

Project Co-ordinator Role Overview

We require someone with an entrepreneurial spirit who can make this exciting new project a success. You don't need to have experience in mediation but you should be passionate about working with older people and children & young people.

The Project Co-ordinator will be responsible for both the ongoing development of the project and day to day management. You will be responsible for engaging with external agencies, taking new referrals and managing the diary of a small team of fully-trained family mediators.

This is an opportunity to work as part of a forward-thinking charity, renowned for its innovative work.

Job description

- Undertake one week training to give the successful application a full understanding of the mediation process and the role this project plays within Family Mediation South Lanarkshire.
- The successful applicant will not be mediating between family members. He/she will have responsibility for making initial contact with clients who will then work with a fully trained family mediator.

- Successfully engage with both older people, children & young people and their wider family unit.
- You will be responsible for building mutually beneficial relationships with key people & external organisations across South Lanarkshire, such as social work, schools, NHS teams, older peoples' groups and voluntary sector organisations.
- You will be expected to give presentations to key local agencies.
- You will be in charge of appointment booking for a small group of fully-trained specialist family mediators.
- You will be responsible for monitoring and evaluation of the project.
- You will work closely with the Development Manager to look at the sustainability of the project.
- Any other roles or responsibilities as laid out by the Development Manager or Service Manager.

Person specification

Essential

- Experience of managing staff or volunteers
- Experience of maintaining a simple database, including reporting & statistical analysis
- Experience of report writing

- Ability to adapt information to a wide range of audiences
- Ability to build mutually beneficial relationships with key people & external organisations
- Ability to seek out and seize new opportunities
- Ability to work on own initiative and with colleagues

- Excellent interpersonal & communication skills, including marketing and presentation skills
- Strong administrative and organisational skills, with a high level of attention to detail and accuracy

- Knowledge of the voluntary and public sector

- Eligible to work in the UK (this will be checked through sight of appropriate documentation)

Desirable

- Knowledge of the South Lanarkshire area and key agencies within the region
- Knowledge of the dynamics of family separation

- Experience of working with older people
- Experience of working with children and young people

- Educated to undergraduate degree level
- High level of numeracy and literacy