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| **Local Area Co-ordinator (Adult; Older People; and/or, GP Cluster)** | | | |  | **Key Role:** |
| **Reference:** | LAC OP/A/GP | **Type:** | Information Point, Signposting & Guidance |  | To provide information, guidance and assistance which supports individuals aged 16+ to engage, maintain and/or regain their independence using a person-focussed conversationally driven approach.  The aim is to help people identify and access community-centred supports/networks and relevant resources which grow resilience and which might reduce/delay the need for higher end service provisions. This can include assisting people with applications and referrals.  You will help to achieve this by working with individuals, networks and stakeholders under the direction of Fife Forum and in accordance with good practice. The postholder will be required to travel throughout Fife. |
| **Service:** | Local Area Co-ordination | | |
| **Hours:** | 35-hours per week (core hours worked flexibly between 0800-1800 Mon-Fri using a blended approach home/office/outreach) | **Salary:** | £26,000 pa |

**E=Essential D=Desirable**

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| **Task or Responsibility -** For this role, there is an expectation that all, or a combination, of the following will be undertaken: | **Person Specification -** Skills, Knowledge, Qualifications or Experience; these can apply to one or more tasks or responsibilities: | E | D |
| To work holistically with individuals and their networks using a person-centred and good conversation approach | * Minimum experience 2-years and/or evidence of effectively utilising a person-centred approach * Training – ‘Good Conversation’ approach | E | D |
| To self-motivate, manage and organise responsibilities effectively/safely within prescribed parameters | * Evidenced by application and at interview which highlights self-drive and an understanding of organisational frameworks which support safe and effective practice | E |  |
| An ability to effectively listen, reflect and communicate (verbal and written skills) | * Evidenced by application and at interview * Qualification/Training | E | D |
| An ability to effectively undertake administrative tasks, record and report upon work activity utilising IT platforms and organisational proforma | * Evidenced by application and at interview * Qualification/Training | E | D |
| To support the Fife Health & Social Care Partnership to deliver upon its priorities which will include helping to identify gaps in service provision, deliver upon shared and/or piloted initiatives, and professionally represent Fife Forum at a network level | * Evidence by application and at interview * Experience of co-production/partnership working * An understanding and/or knowledge of the service landscape within Fife | E | D  D |
| **Task or Responsibility -** For this role, there is an expectation that all, or a combination, of the following will be undertaken: | **Person Specification -** Skills, Knowledge, Qualifications or Experience; these can apply to one or more tasks or responsibilities: | E | D |
| To be educated to at least SVQ 3/SCQF 6 level or are able to effectively demonstrate relevant experience in a similar capacity/role (3-years +) | * Qualification(s) or evidenced by application | E |  |
| An ability to multi-task and show flexibility in relation to the nature of tasks undertaken (this might include, and is not restricted to: individual support; group work; development work; representation) | * Evidenced by application and at interview | E |  |
| An ability to effectively adapt and professionally represent/promote the organisation across a broad range of people and organisations | * Evidenced by application, at interview and references | E |  |
| An ability to drive/travel timeously throughout Fife which includes remote areas where access to private transport would be a requirement | * Full/valid Driving Licence & personal vehicular transport * Timeous access to personal vehicular transport during working hours * An ability to travel to multiple areas and to conduct multiple journeys during any given working day | E  E | D |
| Knowledge of and competent practice in safe working within organisational parameters on an outreach basis including lone working | * Evidenced by application, at interview and references | E |  |
| Required to be permitted to work with vulnerable people | * Satisfactory PVG membership check and periodic updates | E |  |

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| **Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check Required** |
| Before an appointment is confirmed applicants will be required to obtain PVG scheme membership and must be permitted to work with vulnerable groups/people |

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| **Additional Information:** | **Expected Behaviours:** |
| A Local Area Co-ordinator (unless specified e.g. Service Lead) will not be responsible for the formal supervision of any other paid member of staffFormal supervision, is provided by a designated line managerGuidance/support is available via a line manager and by peers and staff/team meetingsIt should be noted a degree of autonomy is encouraged within the framework prescribed, however this requires those in post to be skilled in and able to self-manage/motivate | * All Fife Forum employees are expected to be equitable in their approach towards others and should seek to lead by example and uphold our community commitments and values |