

Job Title:	Assistant Coordinator
Hours:	22.5 per week – there is room for flexibility within the hours providing the needs of the organisation are met.
Terms:	Permanent position subject to securing continuing funding, subject to successful completion of a 6 month probationary period.
Salary:	Actual £17,597 per annum (equates to £15 per hour)
Base:	We have an office base in Harwich, there is the opportunity to work from home at times. There will be an expectation to travel to meetings when needed.



Purpose of the role:

To assist the lead coordinator in the organisation of the Essex Carers Network (ECN) and to deliver the actions specified by the Directors and management team.

Core competencies: The assistant coordinator is expected to demonstrate competence in the following areas to the relevant standard required by the ECN.

Essential:

- Ability to work on own initiative
- To have an understanding of the issues facing family carers of people with a learning disability
- The ability to communicate clearly both verbally and in writing to a variety of different audiences.
- IT competent
- Ability to resolve difficult situations assertively and know when to refer for assistance.
- Proven track record of problem solving.
- Flexible and reliable.
- Proven track record of working under pressure.
- Ability and experience in being empathetic when dealing with emotive subjects or individuals.
- Good sense of humour
- To have an inclusive attitude
- Driving licence and access to own transport

Desirable:

- Understanding of how systems and processes work within the public sector
- Experience of being involved with a peer led network.
- Skills with social media and updating website.
- Experience of developing and growing projects / initiatives.

General – All employees are expected to comply with statutory requirements and the ECN employment policies when carrying out their work. This post is one of continual development and the post holder will be encouraged to develop skills and capabilities including participation in training events.

Equal Opportunities – The post holder must at all times carry out their responsibilities with due regard to standard equal opportunities guidelines.

Performance and review – This post is subject to a six month probationary period if at any time during this time, performance is not satisfactory ECN reserves the right to cease the contract. Overall performance will be regularly assessed and reviewed, with additional informal assessment taking place as necessary.

Health and safety – The post holder will be expected to comply with all statutory health and safety policies.

Confidentiality – The post holder is required to work in a confidential manner in all aspects of their work.

Safeguarding – The post holder will be required to comply with the safeguarding policy of the ECN.

DBS – The post will be subject to an enhanced DBS check or evidence of subscribing to the online update system.