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Who we are:

The Adullam Programme is a charity based in Lancaster, which offers people within the community an opportunity to build new friendships, learn new skills and receive help and advice for life's challenges, such as low mental health, addiction, isolation, relationship trauma, low self-esteem, loneliness or imprisonment.

Our programme is split into three areas:

1. Connections Hub – our telephone 'triage' to help local people find the right support for them
2. Community Programme – a range of weekly groups, courses and activities to promote better mental health, wellbeing and vocational skills. Over a typical year period, we will work intensely with 80 people across our programmes
3. Residential Programme - residential accommodation for men in second stage addiction recovery, our aim being to help them transition into independent living, within a supportive community. Due to the size of the house we can work with up to 8 men per year.

Our mission is to support all our participants to develop and fulfil their potential and purpose within the context of a safe community, and to lead a full and positive life in the most effective and meaningful way.

As part of the Adullam team you will work alongside the existing staff team and volunteers, in helping to provide the most successful outcomes for our participants.

Overview of the Role

Job Title	Women's Programme Coordinator	
Reports to	Adullam Programme Manager	
Role	The role of the Women's Programme Coordinator is to engage and support women as they journey through the Adullam Programme. This entails befriending and guiding individuals whilst also developing and delivering aspects of the community programme. In addition, the role will develop a clear perspective on the needs and provision for women within the area and help shape a stronger focus for connecting to The Adullam Programme. As this is a new role, it is anticipated that the specific needs of the role will evolve with the needs of the participants and the charity.	
Hours	Hours are variable to a maximum of 35 hours per week and may include evening or weekend working as required. We will consider requests for flexible working; such as flexible hours, an element of working from home, compressed hours or job share as appropriate.	
Contract	Fixed term for 2 years (in the first instance)	
Salary	circa £24,000 - £27,000 per annum (dependent on experience)	
Additional Benefits	• Inclusion in the NEST pension scheme • 28 days holiday per annum (pro rata) plus statutory bank holidays and birthday leave. • Flexible working in line with the charity's need (incl early finish on Fridays) • Staff Development / Training as the charity need requires • On site Parking • Statutory Sick Pay • Maternity Leave entitlement • Reimbursement of mileage costs undertaken on charity business	
Main Relationships	Internal: • Participants • Staff • Volunteers • Trustees	External: • Lancaster Statutory Agencies • Local Charities • Local Churches • Local Authorities • Local rehabilitation units • Hope Church personnel

Job Description

The Women's Programme Coordinator role within Adullam is extremely varied and will encompass a range of tasks which may include any or all of those detailed below :

Community Programme Delivery

- To plan, organise and deliver the women's Adullam Community Programme, including ongoing development, resourcing and running of the various community activities, (eg. Initiatives supporting people with their mental health, women at risk of domestic violence and creating a healthy community for people struggling with isolation).
- To respond to all female referrals onto the Community Programme, liaising with the relevant agencies and arranging one to one discussion, if desired, to ascertain their specific needs and channel them towards the appropriate activities.
- To build positive relationships with all Adullam referrals and/or participants ensuring they receive a high standard of support during their time with Adullam.
- To build and support the volunteer team to facilitate the community activities, including timely communication of information and identifying any training needs as necessary.
- To liaise with partner providers around the planning and delivery of the community activities in a timely and efficient manner.
- To build positive relationships with other service providers in the area, seeking opportunity for mutual and/or partner working where appropriate.
- To undertake regular feedback and evaluation of activities with participants and partners to identify areas of improvement, adjustment and needs analysis where opportunities for growth may arise.
- To ensure programme activities are safe and inclusive for participants and comply with Adullam's Health and Safety Policy and Safeguarding Policy to protect the health, safety and welfare of all involved.

General

- **Networking** : To build relationships with the various statutory agencies, authorities, rehabilitation units and other organisations in Lancaster, contributing to the growth and development of Adullam by being an ambassador for the work. To also form part of the team rota for delivering presentations to local churches on a monthly basis.
- **Administration** : To ensure all administration duties and records are kept up to date, including monitoring the Referral database, email management, and general correspondence.
- **Communications**: To produce termly communications / timetables for sharing with other providers in the city to raise awareness and encourage referrals to the Community Programme. To identify relevant photographs / stories for sharing on social media.
- **Budget Management** : To be responsible for ensuring that the Women's community programme and associated activities operate within the agreed allocated budget(s).
- **Fundraising** : To contribute to the fund raising activities of Adullam in providing necessary metrics and data as required. To support and promote fund raising events wherever possible.
- **Safeguarding** : To respond appropriately to any safeguarding concerns: demonstrating an understanding of, and complying at all times with Adullam's procedures for promoting and safeguarding the welfare of all participants, staff and volunteers.
- **Data Protection** : To ensure all data and record keeping is up to date and held in compliance with the charity's Data Protection policy.
- **Meetings** : To attend and contribute to team and management meetings as necessary for the effective running of the programme.
- **Supervision** : To actively take part in Adullam's appraisal and supervision processes and be responsive to constructive advice, feedback and direction as part of a process of continuous improvement; taking responsibility for your own professional development, identifying and attending training which will support growth in the role.

The charity may also request tasks which are not defined above but are reasonable and in direct support of the effective operation of the programme.

Person Specification:	
Part 1: Knowledge and Experience	Essential • Experience of encouraging and motivating participants and volunteers ensuring excellent working relationships and a high standard of support • Experience of working with diverse community groups, with a specific interest in building stronger communities and seeing people's lives changed. • Experience of successfully engaging, befriending and supporting vulnerable individuals and maintaining that support over considerable periods. • Experience of operating administrative procedures in line with Data Protection regulations. • A good understanding of safeguarding issues and a commitment to Adullam's procedures for promoting and safeguarding the welfare of vulnerable adults. Desirable • Lived experience of rehabilitation and recovery. • Experience of building effective networks with other service providers and agencies. • Understanding of mental health related issues • Understanding of the charity and mental health sector
Part 2: Skills and Attributes	Essential • Ability to demonstrate emotional intelligence and empathy to support vulnerable and troubled individuals. • Ability to rapidly connect and build empathy and trust with a broad range of people, from participants to partners. • Ability to work under own initiative and manage competing priorities and deadlines. • Good level of communication skills, both written and oral, appropriate to a wide range of audiences • Basic IT skills including ability to use Microsoft Word, Excel and Powerpoint • Ability to work as a team player and with colleagues across all levels of the charity. • Sensitivity to the Christian ethos of the charity and commitment to the aims of the Adullam Programme Desirable • Full UK driving licence and access to own car