

## **Warwick & District Ryder Cheshire Volunteers**

### **Service Contract – Project Co-ordinator**

#### **Introduction:**

Thank you for taking an interest in the above mentioned contract with the Warwick & District Branch of Ryder-Cheshire Volunteers (RCV).

The first RCV project was established in 1986 by Leonard Cheshire, with the aim of enabling disabled people to get involved in and enjoy leisure and learning opportunities of their own choice which would otherwise be inaccessible to them. Through individual partnerships with like-minded volunteers, arranged and monitored by a project Co-ordinator, disabled people can therefore achieve positive changes in their quality of life.

Warwick & District RCV is an independent branch of Ryder-Cheshire Volunteers, set up under the auspices of the national organisation and currently provides a service to approximately 25 physically disabled people who live in the geographical area covered by Warwick District Council. Its income comes from grants and voluntary donations. The project is managed by a board consisting of 6 trustees. Warwick & District RCV is a registered charity.

#### **Expression of Interest Pack**

Expressions of interest in this service contract are very welcome and the information provided will be used by the trustees in drawing up a shortlist of potential service providers to be invited for interview. All information provided will be treated in the strictest confidence.

Please note that submitting an expression of interest form does not guarantee inclusion on this shortlist.

The following documentation is supplied in order to support your written expression of interest:

1. Information and Guidance
2. Service Specification
3. Person Specification
4. Expression of Interest Form

All written expressions of interest must be returned to the following address:

**Mr. Stephen Haynes**  
**W&D RCV**  
**Unit E1, Holly Farm Business Park, Honiley,**  
**Kenilworth, Warwickshire CV8 1NP.**

The deadline for receipt of completed forms is 1200 hours on Friday 12<sup>th</sup> March 2010. Applicants who are shortlisted for interview will be invited to an information session followed by a formal interview.

If you have any queries regarding the service contract, please do not hesitate to contact Stephen Haynes on 07745 635687 or email [stevercv@aol.com](mailto:stevercv@aol.com).

Once again thank you for your interest and we look forward to receiving your expression of interest form.

## **INFORMATION AND GUIDANCE NOTES FOR APPLICANTS**

**Please read these notes in order to assist in the completion of the expression of interest form.**

### **Expression of Interest Form**

It is very important that you include as much relevant information as possible on the form provided.

### **Service Description**

This gives you a basic summary and details of what the service contract entails. Read this carefully as this will assist you to complete the form.

### **Person Specification**

This is a list of the skills and attributes that RCV is looking for in a project co-ordinator and it is essential that you demonstrate how your service will provide skills.

### **Equal Opportunities**

Ryder-Cheshire Volunteers is an Equal Opportunity employer and expects those it works with to have similar values and comply with all relevant legislation.

### **Health Questionnaire**

The successful applicant will be expected provide a completed a health questionnaire before contract award. This will enable a workplace risk assessment to be carried out so that we can make any reasonable adjustments for the project co-ordinator within the workplace.

### **Disclosure of convictions**

Due to the nature of work conducted by RCV, all recruited staff and volunteers are subjected to criminal records checks. Applicants are asked to disclose this information and provide any further documentation in a sealed envelope.

### **Invitation for interview**

All applicants will be notified in writing, as to whether they been shortlisted for interview. Shortlisted applicants will first be invited to an information session, in order to learn more about the organisation and the type of service expected. This provides an opportunity for applicants to ask questions and find out whether ours is an organisation they would like to work with.. The second session will involve the formal interview designed to identify how you propose to meet our service requirements.

### **Contracted Hours of work**

This role involves a seventeen and a half hour week. Due to the nature of our work, the project co-ordinator are often required to be flexible in terms of when these hours are worked, to include some evening and weekends. The post will be based at our office in Honiley, but a substantial amount of time will be spent out on home visits, networking and recruiting volunteers. There is a need to travel throughout Warwick District, and will, at times, be required to work outside of the area in fulfilment of your role.

### **Training**

A period of induction training will be carried out once the contract commences. Ongoing training will be provided as required.

### **Mileage Allowance**

Contracted staff will be reimbursed when required to use their own vehicles for official business. Vehicles must be insured for business use. Before contract award it will be necessary to produce a full driving licence and evidence of appropriate insurance.

## Warwick & District Ryder Cheshire Trust – Service Description

---

<b>Job Title:</b>	Co-ordinator (Warwick and District)
<b>Office location:</b>	Honiley
<b>Geographical remit:</b>	Covering Warwick, Leamington and Kenilworth area, you will provide a service for approximately 20 people with a physical disability.
<b>Hours of work:</b>	17.5 hours per week
<b>Responsible to:</b>	Chairman of Trustees, Warwick and District
<b>Responsible for:</b>	Members and Volunteers

---

### **Purpose:**

- To enable adults with a physical disability to access leisure and learning opportunities within their local communities

### **Tasks and responsibilities:**

- Identify potential members (adults with a physical disability) and assess their needs and abilities, with guidance from relevant, involved professionals
- Recruit and select suitable volunteers, match volunteers to members, facilitate introductions and initiate pairing
- Provide induction for volunteers and members; identify training needs in line with mandatory requirements
- Provide support for volunteers and monitor their work
- Conduct regular evaluations with members (minimum frequency once every 6 months)
- Work with other voluntary sector organisations and statutory bodies to raise awareness of Ryder-Cheshire Volunteers and generate interest in its work
- Investigate a wide range of activities and venues in the area for use by paired members and volunteers, and advise on access issues where necessary, particularly for wheelchair users
- Present written monthly status and progress reports to the Board of Trustees
- Maintain cost effective ways of managing volunteer and own expenses, check and authorise volunteers expenses each month
- Ensure that RCV Policies are implemented consistently especially those concerned with Health, Safety & Welfare and Fairness & Equality

## **Person Specification**

### ***Essential***

#### ***Skills and abilities:***

- Ability and skill to see beyond a person's disability and recognise their potential
- Ability to build relationships, motivate people and encourage involvement
- Ability to promote, drive and develop the enterprise
- Ability to match people with people and to develop networks
- Ability to work in isolation, and as part of a wider team
- Ability to manage own time, varying workload and competing priorities
- Ability to accept feedback and direction as a way of improving performance
- Ability to undertake research into leisure and learning opportunities
- Good written and oral communication skills, including the ability to communicate with a wide variety of audiences
- Good administration skills, including the ability to ensure all relevant finance, human resource, health and safety and confidentiality procedures are maintained when carrying out the duties of the post

#### ***Knowledge:***

- Understanding of the issues facing adults with a physical disability, including accessibility

#### ***Other:***

- Willingness to travel as part of the role, access to a car for work purposes and a full driver's licence
- Willingness to work flexible hours in order to meet the demands of the role
- Self-serving IT skills

#### ***Qualifications:***

- A good general standard of education

#### ***Personal qualities:***

- Self motivation
- Flexibility
- Empathy
- Non-judgemental
- Emotionally mature
- Honesty and reliability

#### ***Desirable:***

- Experience of working in the field of disability
- Experience of working for a charity
- Experience of recruiting and retaining volunteers
- A knowledge of the local area

**Warwick & District Ryder Cheshire Volunteers**

Expression of Interest Form

Co-ordinator

Name:	Position:
Organisation:	
Address:	
Telephone:	
Fax:	
Email:	
Relevant Experience/Expertise:	
*Please continue on a separate sheet of paper if necessary.	

**Please return this form to:  
Mr. Stephen Haynes W&D RCV Unit E1 Holly Farm Business Park, Honiley, Kenilworth,  
Warwickshire CV8 1NP by Friday 12<sup>th</sup> March 2010.**