

Threshold DAS  
**JOB DESCRIPTION and PERSONAL SPECIFICATION**

---

**Threshold** 

A safe place for anyone  
affected by domestic abuse.

Threshold DAS Ltd is a woman centred organisation and is affiliated to Welsh Women's Aid, but also supports men, children and young people.

The Project Co-ordinator can choose to be based in Carmarthenshire or in the Caerphilly Office and will be required to work throughout Carmarthenshire and Caerphilly.

The Project Co-ordinator will provide a supportive service to individuals in the wider community and will line manager up to four staff members. The Project Co-ordinator will work in accordance with Threshold DAS Ltd Policies & Procedures.

**Post Title:            Project Co-ordinator**

**Responsible to:    Project Manager**

---

**Main Duties**

1. To work with Individuals to provide them with a variety of educational and training opportunities to allow them to move on with their lives and to become an important part of the community that they live in.
2. To Line manager up to four staff.
3. To support the Tutors and Engagement Officers and any sessional Tutors;
4. To attend meetings with the Local Authority and other organisation to highlight the work of the project;
5. To support the staff team with monthly Taster Sessions;
6. To support the staff team with the arrangement and delivery of Cross Cutting Themes;
7. To produce a range of information material in a variety of media relating to Education, Training, Numeracy and Literacy, basic skills, key skills, independent living and local advice and prevention services;

## **JOB DESCRIPTION and PERSONAL SPECIFICATION**

---

8. Advising Individuals what services are available, particularly for women – and introducing them to local day/evening learning opportunities e.g. evening classes, day classes, local support groups, further learning opportunities;
9. Support the staff team with general drop in facilities one afternoon per week for individuals to meet, undertake a range of activities and to find out more about mainstream training/school/college/universities/work opportunities;
10. To assist Individuals to return to education at all levels;
11. To assist Individuals to return to work and provide support where necessary to access childcare;
12. To help Individuals improve basic skills (literacy, numeracy and IT) by using things that are relevant to them (budgeting, costs of setting up their own home, filling in essential forms etc);
13. To work with Individuals to achieve Agored Accreditation at level 1 and level 2 and above and to be a second tier for IV and Assessment of workbooks;
14. On a weekly basis to audit the PDS system and to feedback to the staff team.
15. To develop workbooks and courses for delivery in Caerphilly and Carmarthenshire;
16. To develop the key skills of communication, listening, negotiation and problem solving which will open opportunities to enjoy drama, art and craft, cookery, learn about childcare, DIY, personal health and hygiene;
17. Evaluate the effectiveness of learning. Assess learners' work where appropriate. Keep records of learners' progress and ensure learners are given feedback on their progress;
18. Offer advice on further learning and progression opportunities to learners as required;
19. To produce marketing information, leaflets and literature;
20. To produce information in a range of community languages;
21. To monitor the success of the project through the PDS system provided by WCVA and Thresholds own Modus database;
22. To write and design various curriculum, workbooks using Agored Cymru;
23. To assess and provide internal verification with Agored Cymru;

## **JOB DESCRIPTION and PERSONAL SPECIFICATION**

---

24. To help arrange taster days to advertise the Active Inclusion programmes;
25. To support the staff team with other duties;
26. Have weekly team meetings with the staff team.
27. Have at least one monthly meeting with the Head of Business Development, Funding and Education.

### Intensive intervention

1. Ensure an efficient, effective and user friendly referral process for the Project;
2. Undertake assessments of need in accordance with the support assessment procedure and as directed by the project manager;
3. Undertake risk assessments in accordance with the policy of Threshold DAS Ltd and present in a written and verbal manner where required;
4. Ensure everyone has a goal orientated Individual Support Plan that is devised in accordance with the policies of Threshold DAS Ltd, is reviewed regularly, and is actioned with the full agreement of the individual;
5. Deliver support and assistance to everyone in accordance with the philosophies and policies of Threshold DAS Ltd;
6. Bu a second check that all support notes are written up, signed and filed at the end of each session, and that each file contains all relevant information on everyone as per Threshold DAS Ltd policy;
7. Ensure review meetings are undertaken with relevant agencies;
8. Ensure any child protection issues are dealt with immediately through appropriate referral to Children's Services and in line with Threshold DAS Ltd policies and procedures;
9. Liaise closely with partner agencies, Homelessness, Children's Services, Social Services, YOT and Education regarding referrals;
10. Develop good working relationships with relevant local voluntary and statutory agencies;
11. Ensure that each individual build and sustains positive community relationships and involvement;
12. Build relationships both practical and strategic with other organisations in Caerphilly and Carmarthenshire;

## **JOB DESCRIPTION and PERSONAL SPECIFICATION**

---

13. Attend regular forums and interest meeting to sell the Active Inclusion brand;
14. Participate in regular team meetings and individual support and supervision;
15. Ensure that quarterly monitoring is completed for each woman, as in accordance with Threshold DAS's policy and procedure and funding requirements;
16. Promotion of project across Carmarthenshire and Caerphilly and other areas if required;
17. Support placements with Job searches, interviewing skills and applications writing;
18. Providing relevant information to the Head of Business Development, Funding and Education to develop long term funding strategies for the project.

### General Duties

1. Operate within the policies and procedures of Threshold DAS Ltd especially those relating to confidentiality and equal opportunities.
2. Participate in regular statutory and team meetings.
3. Ensure monitoring information is accurately recorded and collated.
4. Undertake support and supervision as directed by their line manager.
5. Undertake training as directed by their line manager.
6. Any other duties as reasonably required by Threshold DAS Ltd.

Threshold DAS  
**JOB DESCRIPTION and PERSONAL SPECIFICATION**

---

**Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>• A good Degree in appropriate subject 2.1 or above.</li> <li>• PGCE Certificate</li> <li>• GCSE level pass in English and Maths or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• MA level</li> <li>• Assessors award</li> <li>• Basic skills qualification</li> </ul>
<b>Knowledge/Skills</b>	<ul style="list-style-type: none"> <li>• IT skills</li> <li>• Evidence of numeracy and literacy skills.</li> <li>• Excellent oral and written communication skills.</li> <li>• Ability to work to and meet deadlines.</li> <li>• Ability to work as part of a team or on own initiative.</li> <li>• Understanding of Service User Issues.</li> <li>• Forward thinking, able to anticipate requirements.</li> <li>• Able to use initiative and judgement.</li> <li>• Awareness of sensitive issues and ability to apply a high level of discretion and confidentiality.</li> <li>• Flexible and adaptable approach to working.</li> <li>• Good Communication Skills</li> <li>• To have a non-judgemental and non-directive attitude to service users.</li> <li>• Full clean driving license and use of vehicle.</li> <li>• Availability for weekend work if needed.</li> </ul>	<p>Experience of working with NVQ's</p> <p>An ability to produce quality written work, reports.</p> <p>Experience of liaising with other agencies, both statutory and voluntary.</p> <p>A working knowledge of current legislation about Domestic Violence.</p> <p>Experience of working with Service users with Drugs/Alcohol Issues</p> <p>Experience of working with groups.</p> <p>Able to empower women.</p>

