**Job Description**

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| **Job Title:** |  | Independent Living Co-ordinator (ILC) |
| **Reports to:** |  | Manager, Avondale House |
| **Job type:** |  | Trial (Part Time) |

**Remuneration:**  £12,760 per annum (£23,925 pro rata)

**Holidays:** 33 days pro rata (includes bank holidays).

**Hours of work**:  20 per week, which may include covering evenings and weekends, as directed by the Manager of the House. An on-call rota is operated to give cover out of hours and the ILC will be included in the rota.

**The Service**

Launchpad is a registered charity. Avondale House, in Newcastle-upon-Tyne, is one of two supported houses within Launchpad; the other is Speke House in, Speke, Liverpool. Launchpad is a unique initiative benefitting homeless veterans and their partners by providing accommodation and welfare support for up to 2 years in order to help veterans make a successful transition into permanent housing and employment. Avondale House comprises 33 self-contained, furnished flats in a safe and secure environment in Byker, just East of Newcastle City Centre. Launchpad is of national importance, with Avondale and Speke Houses providing local solutions, working with local organisations to secure a better future for veterans, reducing risk of homelessness and rough sleeping, dealing with housing, health and wellbeing, and training for employment. This is a Trial contract over 12 months within a charity that is expanding its services.

**Role Overview**

The ILC will firstly be responsible for delivering the Launchpad Alumni Service at Avondale House, Newcastle and secondly, depending on capacity, Speke House, Liverpool, to support residents when they move on (having benefited to varying degrees from its services). This support may also be expanded to include alumni who already reside in areas local to Avondale House and Speke House. This will enable Launchpad to provide continuous support to veterans once they have left Launchpad; this support may be delivered through third parties (eg SSAFA and RBL). It will provide a safety net for those moving into independent living, giving them a smoother transition. The ILC will provide support directly or indirectly with all aspects of independent living and social isolation. The occupant of the post will work with flexibility, creativity and collaboratively to expand the range of support. This will be a 12-month trial period to monitor the success and evaluate whether the post is required permanently.

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| **Job Purpose** | The purpose of the ILC is to provide post-residential support to ex-residents (alumni) of Launchpad to sustain them through independent living.  The main outcome will be ex-residents who can live successful independent lives wherever they settle.  Other outcomes will be:   * Increased motivation and confidence in the veterans, which helps them make a successful transition. * A sense of teamwork among Launchpad’s veterans * Enhanced reputation of Launchpad * Benefit to individuals and groups in the community   The ILC is expected to contribute (with guidance and training as necessary) in other areas of management of the Avondale House, as all do, including fundraising, guiding, and mentoring residents, helping with administration, accounting, and standing in for other members of staff when necessary. |
| **Method** | The ILC will work with residents, staff, partner organisations and others, as necessary, supporting those who already reside in the community who are former residents of Launchpad. The service is designed to continue Launchpad support of residents when they reside in their respective community (wherever they are in UK), this will enable Launchpad to monitor their successes and provide a safety net. Liaise with the other agencies in and around Newcastle to secure third-party expertise in welfare, health, training, employment, and housing. |
| **Primary**  **Responsibilities** | Organise through self-help in Launchpad or with external organisations as follows:   * Producing a database to record those who are in the process of moving on * Contacting those who have moved on since inception of Avondale House and Speke House * Identify support needs of alumni * Invite Alumni into the Houses to events such as:   social events, question and answer sessions with partner organisations, monthly drop-in sessions.   * Ensure maximum positive PR is obtained from each positive move on, including the encouragement of donations to Launchpad from all regional sources. * Be a part of the staff on-call rota. |
| **Essential Competencies** | * Inclusive, encouraging leadership and motivational powers. * Personable nature, with high quality oral and written communication skills. * Motivated self-starter with enthusiasm to make a positive impact on, and help, veterans. * Be able to work largely unsupervised. * The ability to influence and develop strong relationships with external organisations and residents to benefit all in Launchpad. * Trustworthiness, fairness, honest and respect for others. * Demonstrate enthusiasm and patience when working with people. * Understanding and experience of the importance of maintaining the confidentiality of our veterans |
| **Desirable Competencies** | * Awareness of general Health and Safety legislation. * Trained in Safeguarding. * Competent IT skills, to include the internet, social media, Word and Excel. * Full UK driving licence. * Experience of producing relevant PR. * Understand the challenges ex-service personnel face when transitioning from military service to civilian life. |

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| **Enhanced**  **Disclosure and**  **Barring** | This role requires the post-holder to undertake an Enhanced Disclosure and Barring Service Check through the Home Office’s Disclosure and Barring Service.  Information obtained as a result of the check that may adversely affect the post-holder’s ability to fulfil the role may result in termination of employment. |

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| ***The above responsibilities are not exhaustive and are subject to revision in accordance with the needs of the charity to ensure an effective and efficient administrative function.*** |