

**Temporary Resource Coordinator Vacancy**

Fair Deal is looking to recruit a temporary Resource Coordinator for a 12 month period.

The successful applicant will will be required to assist the Leadership Team with supporting the recovery period from COVID-19 and help re-engage with external stakeholders and support the organisation through a period of transition back to our pre-COVID service delivery.

* Hours – 35 hours per week
* £22,000 pa
* Duration of appointment – 12 months
* **Closing Date — Monday 28th March 2022**

**Duties:**

* Organise and coordinate rotas.
* Ensure that the support worker rotas are organised and sufficiently well planned taking into account travel time and routes.
* Work with recruitment personnel to ensure sufficient current and future staffing levels.
* Join the recruitment working group to provide feedback and take forward actions.
* Plan and allocate visits to appropriate support workers, with due regard for the particular needs of the individual and the skills and attributes of the worker.
* Work closely with the operational leadership team and attend operational meetings.
* Liaise as necessary with partner professionals and organisations (e.g. social workers, GPS, nurses) in respect of contributing to holistic, person-centred packages of care.
* Dealing with queries from staff, people we support and families in a calm and professional manner.

In addition to a rewarding career, with competitive rates of pay and ongoing training, Fair Deal can offer a wide range of staff benefits including, competitive holiday entitlement, company sick pay scheme, workplace pension scheme, enhanced maternity/paternity benefits and flexible working.

For an application pack and full job descriptions visit our website www.fair-deal.org or call us on 0141 634 4996.

Note: CVs will not be accepted

 