



Job Description & Personal Specification

Financial Empowerment Project Coordinator

Job Description

Position:	Financial Empowerment Project Coordinator
Reports to:	Head of Community Services
Hours:	3 days a week
Salary:	£28,000 full time equivalent

1 Job Summary:

This project is a joint partnership between Dacorum Foodbank (DFB) / DENS, Liberty Tea Rooms and Community Hub (LTR) and Community Money Advice (CMA) to support Foodbank recipients or people at risk of needing the Foodbank in the future, who are facing financial difficulties to access the help they need. The project will provide in-house individual welfare benefits/income maximisation advice and support for recipients, with clear onwards referral pathways for debt advice and wider life skills and support to our referral partner organisations.

In this way, the project will bring together key partners collaboratively to provide a pathway for vulnerable people to manage their financial situation, their wellbeing and to rely on the Foodbank less in the future.

Main Duties and Responsibilities

- To develop links with voluntary sector and public sector colleagues, to develop and implement robust referral pathways, data sharing and sign-posting protocols
- To undertake individual case work with participants to support them to improve their financial inclusion
- To develop, promote and provide a range of courses and workshops for the community, including Life Skills training courses and budgeting courses, ensuring that the project meets KPIs
- To build and promote the project across Dacorum, ensuring that it is accessible to those who need support within the community
- Promotion of opportunities to DENS clients and other vulnerable adults in the community to increase participation in the Financial Inclusion Project
- To work collaboratively across all DENS projects as well as CAP and CMA, to ensure that service user outcomes are met
- Ensure progression of participants through the programme so that suitable agreed outcomes are reached
- Working with the DENS Volunteer Coordinator to recruit, support and manage a small pool of

volunteers who will provide mentoring to participants

- Ensure that all monitoring and reporting against agreed KPIs with stakeholders are met and completed

Benefits:

- 25 days or equivalent annual leave
- Flexible working environment
- Mediacash Plan, including Virtual GP, some dental and optical cover
- Employee assistance programme - 24/7 mental health support helpline
- Professional development and training
- NEST pension scheme

2 Personal Specification

Knowledge and Experience	Essential / Desirable
1. Experience of working with/or supporting vulnerable adults	Essential
2. Knowledge of the benefits and welfare system	Essential
3. Experience of developing partnerships with other third sector and public sector organisations	Essential
4. Experience of multi-agency working and case management	Essential
5. Experience of developing and delivering training programmes	Desirable
6. Experience of working as part of a team to achieve cross organisational goals	Essential
7. Excellent, verbal and written communication skills	Essential
8. Excellent time management skills and the ability to work to deadlines	Essential
9. A knowledge and understanding of the homelessness sector	Desirable
10. Good IT skills	Essential

How to apply

Please read the full **Job Description & Personal Specification**

If you match our criteria:

- Send your CV and supporting statement to **HR@dens.org.uk**
- Closing date for receipt of application is Tuesday 7th May 2024
- We may interview and offer the role to a suitable candidate before the deadline

For an informal chat, please ring Jacky Stafford, HR Manager on 01442 412340
Please advise us should you require adjustments to be made for you at interview.

To find out more about DENS, visit www.dens.org.uk