

## JOB DESCRIPTION

<b>Job Title:</b>	Life Ready & Nurture Co-ordinator
<b>Salary:</b>	£14,000 per annum for 20hrs working week (FTE 24,500)
<b>Hours:</b>	Monday to Friday flexibility required to match programme delivery days
<b>Location:</b>	KO-NEKT Business Hub, 2 Vernon Street, Saltcoats KA21 5HN plus various locations within North and South Ayrshire

### **About KO-NEKT:**

KO-NEKT provides 121 support within the community and group support within specifically designed Play & Skills Centres for children & young people (age 5-25) with Additional Support Needs (ASN). We fully support the integration and independence of our service users by championing their rights and to be the best they can be, supporting them to live, work and stay in the mainstream of their communities.

### **Purpose of the Role**

To support the Services Development Manager in preparing, delivering and evaluating two funded projects, each running multiple times throughout the year:

- 10-week Nurture Programme to parents/carers
- 30hrs Life Ready inc Adult Achievement Awards to young people (with ASN) age 16 to 25

### **Key Responsibilities**

#### **1. Training Projects** - full training will be provided

- Plan, prepare, and deliver the Life Ready Programme (including Adult Achievement Awards) to young people aged 16–25 with ASN, ensuring sessions are engaging, accessible, and person-centred.
- Plan, prepare, and deliver the 10-week Nurture Programme to parents/carers, creating a welcoming, supportive learning environment.
- Support participants throughout each programme, including pre-programme engagement, ongoing check-ins, and post-programme evaluation.
- Adapt materials and approaches to meet a wide range of learning needs, communication styles, and confidence levels.
- Maintain accurate attendance, progress notes, and evaluation data for reporting to funders and internal management.
- Contribute to continuous improvement by gathering feedback and suggesting enhancements to programme content and delivery.

#### **2. Programme Administration & Coordination**

- Coordinate programme logistics including venues, resources, refreshments, and accessibility requirements.
- Manage programme calendars, session plans, and communication with participants.
- Ensure all paperwork, consent forms, and outcome measures are completed and stored in line with KO-NEKT policies.
- Assist with monitoring returns, funder reports, and evidence gathering.
- Keep digital systems accurate.

### **3. Community Engagement & Relationship Building**

- Build positive relationships with families, schools, partners, and community organisations to promote programme uptake.
- Attend community events, parent groups, and local networks to raise awareness of KO-NEKT's training offer.
- Represent KO-NEKT with warmth, professionalism, and confidence in community and professional settings.
- Identify opportunities to reach new families and young people who may benefit from KO-NEKT services.

### **4. Internal Collaboration**

- Work collaboratively with the Office Administrator, sharing information and providing mutual cover during holiday periods within agreed limits.
- Provide timely updates to support the creation of social media content that showcases programme delivery and community engagement.
- Work closely with the Hub team to increase the number of families accessing KO-NEKT services.
- Contribute to team meetings, planning sessions, and reflective practice discussions.
- Uphold KO-NEKT's values, safeguarding standards, and commitment to inclusion.

### **Qualifications & Experience**

- SCQF Level 5 or above (or equivalent experience) in a relevant area such as Health & Social Care, Community Work, Education, Youth Work, or similar.
- Experience delivering group sessions, workshops, or activities in any setting (community, youth work, education, volunteering, peer support).
- Experience supporting children, young people, or families, ideally with ASN.
- A recognised training or facilitation qualification is desirable but not essential.

### **Essential Skills**

- Strong communication skills with the ability to present confidently to groups of adults, young people with ASN, and professionals
- Excellent organisational and project-management skills, ability to prioritise and meet deadlines
- Ability to create clear, accessible training materials and digital resources, with confidence using SharePoint, and Jotform to support programme administration.
- Strong relationship-building skills with the ability to engage families, partners, and community organisations

### **Personal Attributes**

- Warm, approachable, and able to build trust quickly
- Passionate about inclusion, rights, and improving outcomes
- Creative thinker who can spot opportunities for engagement and growth
- Self-motivated, proactive, comfortable working independently as well as part of a team
- Reflective practitioner who models best practice and supports others to do the same
- Professional, reliable, and aligned with KO-NEKT's values and ethos

Dated May 2026



*QR Code for Application Form*