

# Senior Sensory Hub Officer and Volunteer Coordinator

## Job Description

This role is responsible for the day to day organisation, oversight, and supervision of a small team of staff and volunteers who work in the YorSensory services.

To ensure all staff are working in accordance with UK Legislation and professional conduct standards when carrying out holistic/sensory assessments, the development of support plans and the delivery of a range of services to individuals and groups in a variety of locations.

To demonstrate, issue or sell appropriate equipment to customers and undertake assessments ensuring that all records and actions as required are followed. To ensure that all staff and volunteers working in the team are complying with these standards.

## Duties

- To support the Senior Group Leader with the day to day running of the Sensory Service team in delivering a needs-led service that enables people with sensory loss in York and the surrounding areas to safely maintain their independence.
- Undertake line management and organise working patterns for staff and volunteers.
- When required, provide holistic assessments of need to people with a sensory loss living in York and the surrounding areas.
- Identify and engage with external organisations that could help to ensure contract needs are met.
- Involvement in recruitment, development and supervision of staff and volunteers including appraisal and attendance management.
- Assist in the delivery of the YorSensory Service provision in line with the Wilberforce Trust's strategy.
- Liaise with the Senior Group Leader in relation to contract development and budgets.
- Provide monthly and adhoc reporting
- Support the Senior Group Leader to ensure equipment, products and services are suitable for the specified service and offer best value.
- To promote YorSensory services to external agencies whenever possible.



## **Person Specification**

### Qualities and Knowledge

- Comprehensive knowledge of sensory impairment
- Proven experience in a similar environment
- Proven experience in undertaking an assessment
- Line management experience
- Excellent understanding of the needs of all the Sensory pathways for Vulnerable Adults
- Ability to use MS Office
- Experience in managing budgets
- Experience in recruitment of staff and volunteers

More information about the role and the Trust are available on our website **[www.wilberforcetrust.org.uk](http://www.wilberforcetrust.org.uk)**

Or if you would like to talk to someone before applying please call **01904 760037** and ask to speak Amy White, HR Manager.

### **How to Apply**

If you would like to apply please send us a full CV, or if you prefer you may send an application form available on our web site.