



ACVO is a Company Limited by Guarantee No: SC290960. Recognised as Charitable by the Inland Revenue No SC036845

Job Description

Post: Partnership Coordinator

Reports to: Partnership Manager

Job Purpose

To support ACVO in its remit to “involve, represent, support, develop and advocate on behalf of the 3rd sector in Aberdeen City”. Specifically through the co-ordination of a dementia access project for people from European ethnic minority backgrounds.

This will be undertaken by :

- Identifying backgrounds to engagement in dementia from the community
- Facilitating 3rd sector engagement with wider communities
- Promoting best practice in engaging with local people from ethnic minority backgrounds and living with dementia
- Develop and deliver a programme of events and activities as part of a strategy to support cultural change
- Work with the sector and the community to co-produce a dementia support pathways resource.

Main Tasks

- Co-ordinate the project with other ACVO team members and 3rd sector partners
- Develop reports for the funder on a regular basis
- Build strong networks in the ethnic minority communities
- Actively participate and feedback at team meetings, contribute to internal resources and communications such as Milo, the website, social media needs and internal staff development in supporting cohesive staff relations
- Ensure External communications via team meetings, presentations, document preparation, social media and ACVO's website
- Keep up a working knowledge of the legislation relevant to ACVO and this role
- Maintain own personal and professional development

Challenges & Demands of the Role

- Managing multiple tasks for ACVO



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- Maintaining a positive and helpful attitude at all times
- Identifying a shared agenda between ACVO, the 3rd sector and partner organisations to maintain constructive and progressive relationships.
- Maintaining good relationships with a diverse range of individuals and organisations
- Working out of hours and weekends to support 3rd sector projects

Knowledge, Skills & Experience

- Good communication and interpersonal skills.
- A collaborative and affiliative management style
- Thorough knowledge of MS Office, particularly Word, Excel and E-mail.
- Ability to think strategically and decisively in dealing with partners and opportunities
- Ability to appropriately use own initiative, prioritise tasks and manage time effectively.
- Ability to work as part of a team.
- Ability to work accurately and pay attention to detail.
- Ability to work cross unit, cross agency and cross sector.
- Ability to build trust to ensure collaborative working can take place
- Flexible, committed and enthusiastic approach to work.