

Job Description

Communities United Project

JOB TITLE: Community Volunteer Engagement Worker

Hours: 30 hours per week Salary: £28,000 pro rata (fixed term initially to end of March 2019)

Some evening and weekend work may be required

RESPONSIBLE TO:	Project Director
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EMPLOYEE SUPERVISION:	Local Resident Community volunteers
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Purpose of Post: To encourage, inspire and support the personal development of local residents through the development and delivery of children and young people's activity programmes in disadvantaged communities by:

- Recruiting local community groups and individuals who wish to provide leisure activities for children and young people in their local area.
- Increasing participation in formal and informal education and training.
- Enabling access to information and personal support, which enables volunteers to develop the confidence and skills to become creative, active participants in the wider community.

Key Areas and Service Delivery

- Engage with individuals and community groups, such as residents' associations, parents' groups and young people;
- Identify local interests and needs and ways to meet them;
- Helping potential learners to overcome existing barriers to learning;
- Working with individuals to create learning plans;
- Liaising with other stake holders
- Encouraging and influencing the development of new learning opportunities through formal and informal classes as well as individual tutoring and mentoring;
- Develop and deliver training as identified through training needs analysis of both groups and individuals
- Community capacity building through supporting the development of community or local voluntary groups;
- Identifying the training needs of local volunteers and providing for them.
- Sourcing grants and funding for community projects;

- Undertaking the administration and evaluation of provision and reporting to advisory bodies and management groups;

Skills

You will need to show:

- Excellent interpersonal and communication skills;
- The ability to relate to, motivate and empathise with a range of people from different backgrounds;
- A demonstrable respect for equality and diversity and the ability to promote equal opportunity practices;
- An understanding of different value bases;
- Persistence and resilience, as results are often not immediate.
- A range of group-work skills, from creating and leading a group to being a participative member;
- The ability to work independently, making decisions and using initiative to establish projects;
- Good planning and organisational skills;
- A high level of creativity and problem-solving ability - helping people to overcome barriers can be challenging;
- A flexible approach and the ability to cope with change;
- The ability to interpret, communicate and implement complex information;
- The capability to reflect constructively on current practice and adapt accordingly.
- You need to have an appreciation of diverse communities, as well as an understanding of methods of engagement of 'hard to reach' groups.

MANAGEMENT

1. Ensure accurate monitoring of all targets, outputs and outcomes in line with CUP's and funders requirements
2. Prepare monthly reports against set objectives
3. To assist in the collation of management information and preparation of reports both in house and external groups and funding agencies.

DEVELOPMENT OF SERVICE PROVISION

1. To ensure that CUP developments and provision are marketed and promoted positively to create and maintain awareness of CUP's activities both within local and wider communities
2. Identify and attend appropriate community and multi agency meetings

MISCELLANEOUS

- 1 Undertake training as required by the project or as agreed through supervision.
3. To carry out duties in accordance with the Health and Safety at Work Act adopting safe working practices, in accordance with Communities United Projects(CUP) Health & Safety Policy
4. Undertake other duties and responsibilities as required from time to time commensurate with the grade of the post.
5. To actively participate in internal and external meetings as appropriate.
6. To undertake training as required by the project or as agreed through supervision
7. To undertake all work in accordance with the Communities United Projects policies and guideline procedures, in particular the equal opportunity policies.
8. Willing and able to work evenings, weekends and school holiday periods

N.B. This job description has been prepared to meet the particular circumstances that currently apply. It will be reviewed periodically against the needs and developments of the project

1 Communities United Project

2 EMPLOYEE SPECIFICATION

When filling in the application forms please demonstrate with clear, concise examples how you meet the requirements of the post. You will be assessed in relation to the *Essential and Desirable* criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applicants for the post then all of the criteria will be used for shortlisting.

Post Title	Community Volunteer Engagement Worker	Grade/Scale: £28,000 pro rata (30 hours) (fixed term to End March 2019)
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Criteria No	Attributes	Criteria	How Identified
1.	Relevant Experience	<p>Must have proven track record in recruiting local resident volunteers within disadvantaged communities and in a variety of settings</p> <p>Experience of , delivering formal or informal training to hard to reach groups</p> <p>Experience of monitoring and evaluating project outputs and outcomes.</p>	<p>Application Form / Interview Essential</p> <p>Application Form / Interview Essential</p> <p>Application Form /Interview Desirable</p>
2.	Skills and Abilities	<ul style="list-style-type: none"> Excellent interpersonal and communication skills; Persistence and resilience, as results are often not immediate. The ability to work independently, making decisions and using initiative to establish projects; Good planning and organisational skills; The capability to reflect constructively on current practice and adapt accordingly. 	<p>Interview & Application Form Essential</p> <p>Interview Essential</p> <p>Application Form /Interview Essential</p> <p>Application Form /Interview Essential</p> <p>Application form Essential</p>

		Experience of applying for project funding	Application Form	Desirable
3. Interview	Additional Factors	Willing and able to work evenings, weekends and school holiday periods Hold a current valid driving licence or be able to travel around the district independently	Application Form/Interview Application Form	Essential Essential