

UK Year of Service – Volunteering Matters**Job Title: Project Officer – Adult Social Action Suffolk**

Locations: The post can be home or office based. The postholder will require good internet access to enable remote working, and a suitable home office space. I.T. equipment and infrastructure will be supplied. Post Covid-19 there will be an expectation to travel across your region in the role. This includes travel to our regional office in Ipswich (IP1 2DX).

To apply for this role, please email a cover letter and CV to join@volunteeringmatters.org.uk addressed to Amber Plumbly, Delivery Leader – East of England. In addition, please also register your details via the NCS website <https://wearencs.com/uk-year-of-service>.

Role Purpose

The purpose of this role is to empower adults in Suffolk who face barriers and challenges to engage in social action, volunteering and meaningful community activity. This will involve supporting individuals to achieve personal goals and working with groups to co-produce and deliver projects which have a positive impact on local communities. The post holder will contribute to the recruitment, training, management and supervision of volunteers from a diverse range of backgrounds. They will support individuals to thrive through making a positive contribution to the lives of others.

The post-holder will contribute to the wider work of our regional team which involves working with a broad range of communities to identify and deliver solutions to issues and challenges. As well as supporting of adults at risk the project officer will help with general project admin, finances and fundraising.

This post will involve face-to-face interaction with volunteers and beneficiaries on a regular basis. The role will include face to face delivery and a willingness to travel across Suffolk to promote our work, recruit volunteers, deliver workshops and attend meetings. This role of Project Officer will compliment the work of the Engagement Manager.

Skills

- A passion for working with people, particularly adults of all ages facing barriers and challenges.
- The ability to engage, motivate and empower people from a range of backgrounds to get involved in community and volunteering activity.
- A passion for, and commitment to, community development, including the ability to advocate for marginalised individuals and communities.
- Resilience and flexibility, with an openness to different approaches and solutions.
- The ability to create a safe, non-judgmental space for people who face barriers to participation.
- The ability to work effectively as part of a team and to be a supportive colleague.
- Excellent organisational skills, with the ability to prioritise work, adapt to changes and proactively communicate any support needs.
- An understanding of, and commitment to, equality, diversity and inclusion.



- An understanding of, and commitment to, safeguarding, data protection and confidentiality.
- A commitment to ongoing learning and continuous improvement of personal performance and service effectiveness.
- Commitment to working within our values, Inclusive, Empowering, Compassionate, Positive and Straightforward.

Experience Required

Values are important to us at Volunteering Matters. We are looking for someone who can show compassion, be straight forward and can positively embrace new challenges. We believe in empowering people and providing equality of opportunity. If those values align with yours, the role could be for you.

You don't need any specific work experience but will need a good level of computer literacy, including being comfortable with Microsoft Office (mainly Word and Excel), email and MS Teams. You will need good communication skills, both oral and written, including being able to confidently speak in person, on the telephone and whilst video-calling. You will need to be able to work on your own initiative, manage your time effectively and plan your working week in conjunction with the Project Manager.

The post holder will be fully supported during placement by our existing staff team, including taking part in an organisational and project induction, on-going training and development opportunities.

Alongside the support and training offered to you by your employer, you will also benefit from an enhanced training package, delivered by the NCS Trust. You will have access to their regional and national workshops, giving you space to connect with other UK Year of Service members, hear from inspirational speakers and hone your skills in new and exciting ways.

Candidates must be:

- Between 18 – 24 years old (cut off is 8th November).
- Must be residing within the UK.
- Must have the right to work within the UK.
- Be available to work 30 hours per week, Monday to Friday.

DBS/ PVG

This role does require full DBS clearance. Having a conviction will not necessarily cause a bar to employment.

Our Values & Way of Working:

In all that we do, we embrace a philosophy of 'Freedom within a Framework' and are guided by our values: Empowering, Inclusive, Compassionate, Positive & Straightforward.

Diversity & Inclusion:



Volunteering Matters welcomes all applicants and are keen to ensure our team reflects the diversity of the UK and the communities we serve. We encourage applications from disabled, LGBT and Black, Asian and Minority Ethnic backgrounds, along with candidates with any protected characteristics and from disadvantaged groups.

Disability Confident & Reasonable Adjustments:

We guarantee to interview anyone with a disability whose application meets the minimum criteria for the role. Please provide evidence in your application, which demonstrates that you meet the level of competence required in the “Experience/Skills and attributes” section of this job description. To be considered for a guaranteed interview or to discuss any reasonable adjustments during the process, please state this in your application or contact join@volunteeringmatters.org.uk for more information.

We have also committed to the following pledges which positively encompass our recruitment and selection processes and methodology: The Promise (Scotland), Show The Salary, Salary History.

Employability Support:

Alongside the support and training offered to you by your employer, you will also benefit from an enhanced training package, delivered by the NCS Trust. You will have access to their regional and national workshops, giving you space to connect with other UK Year of Service members, hear from inspirational speakers and hone your skills in new and exciting ways.

This job description is intended to include the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but while some variations will be expected, these will be at an appropriate level for the role.

