

**UK Year of Service – Volunteering Matters****Job Title: Project Officer – Family Supporters Edinburgh**

**Locations:** The post can be home or office based in our Edinburgh office (EH7 5JT). 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.

**To apply for this role, please email a cover letter and CV to [join@volunteeringmatters.org.uk](mailto:join@volunteeringmatters.org.uk) addressed to John Brown, Delivery Leader – Edinburgh, Lothians, Forth Valley and North East England. In addition, please also register your details via the NCS website <https://wearencs.com/uk-year-of-service>.**

**Role Purpose**

Volunteering Matters are looking for a Project Officer to support our Family Supporters programme in Edinburgh.

Family Supporters offer practical, emotional and social support to families across Edinburgh, empowering them to face a range of life challenges. We recruit, train, match and support local volunteers to help families every step of the way, spending 1-1 time together on a personalised set of goals chosen by the family, for the family.

As our Project Officer, you will provide support to colleagues and volunteers, ensuring that the programme operates successfully. Your duties and responsibilities will include attracting, recruiting, and training volunteers, assisting with the matching process, and supporting volunteers so that they have a great experience, and are able to support families to achieve their chosen goals. You will support our team to publicise the project and our work, and help us to collect data and information around people's experiences of Family Supporters.

You will spend time in the Edinburgh community, meeting with colleagues, volunteers and families. You will create positive, strong relationships with everyone involved.

Desk based tasks are also included in this role, which you can complete from home (must be close to Edinburgh), from our Edinburgh office, or a mixture of the two. This includes the use of Office 365, Microsoft Teams, Zoom and social media.

**Skills**

- Some experience using computers and technology, particularly Office 365, is essential.
- You will be required to travel locally around Edinburgh either in your own car, or via public transport.

**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 8<sup>th</sup> 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 PVG 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](mailto: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.

*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.*

