

UK Year of Service – Volunteering Matters**Job Title: Project Officer – Forth Valley**

Locations: Candidate can choose to be based in our Alloa office (FK10 3SA) or at home within the Clackmannanshire/Stirling/Falkirk area. 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.

To apply for this role, please email a cover letter and CV to 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 work in Forth Valley.

We have various volunteering programmes operating in the area including Equip Mentoring, Peer Perspectives, the Handyperson Service and the Retired & Senior Volunteer Programme (RSVP). We are passionate about supporting young people to reach their full potential and maintain positive health and wellbeing. Our volunteering programmes also support older people to become less isolated, have improved physical and mental health, able to live independently at home, and gives those 50+ the opportunity to volunteer in their community.

As our Project Officer, you will provide support to colleagues and volunteers, ensuring that all our programmes in Forth Valley operate successfully. Your duties and responsibilities will include attracting, recruiting, and training volunteers, and supporting volunteers so that they have a great experience. You will support our team to publicise the projects and our work, and help us to collect data and information around people's experiences of our programmes.

You will spend time in the local community, meeting with colleagues, volunteers, young people taking part in our programmes and older people who also benefit and take part. You will create positive, strong relationships with everyone involved.

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

Skills

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

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 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 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.

