

**UK Year of Service – Volunteering Matters****Job Title: Project Officer – Match and Mentor**

**Locations:** Placement is community based in the Kings Lynn and Downham Market area and will require visits to projects within this area. Work will also be home-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.

**To apply for this role, please email a cover letter and CV to [join@volunteeringmatters.org.uk](mailto: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>.**

**Key Duties Responsibilities**

- Supported volunteering – accompanying individuals to volunteer placements at various settings in the local community.
- Travel training – travelling with individuals and teaching travel skills.
- Life skills training – preparation and delivery of life skills sessions.
- Digital inclusion training – helping to organise and deliver sessions.
- Social activities – accompanying individuals to groups/meetings.
- Leisure activities – accompanying individuals on walks/exercise/
- Supporting and guiding our full -time volunteers.
- Ensuring the safety of beneficiaries and volunteers.
- Carrying out regular face to face/virtual reviews with service users and placements and logging the information.
- Attending meetings involving service users where appropriate.
- Some admin support to include record keeping.

**Skills**

- Ability to use public transport or have means to get to activities in the Kings Lynn and Downham Market area and surrounding villages.
- Willing to work outside in all weathers.
- Flexible
- Good communication skills and basic IT skills.
- Willingness to learn and guide others.
- Interest in Social Care /learning disabilities.

**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 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](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.*

