

UK Year of Service – Volunteering Matters

Job Title: Project Officer – Youth Social Action Suffolk

Locations: The post can be home or office based in our Ipswich office (IP1 2DX). 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 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

Youth Social Action Ipswich will build on the success and experience of WASSUP (Women Against Sexual Violence Speak Up) and We Are Patrick, which are multi award-winning youth social action projects facilitated and supported by Volunteering Matters. They form part of the Charity's broader Youth Social Action programme, which develops and oversees transformational and proven peer to peer focused projects around the UK. WASSUP and We Are Patrick projects have been devised and are delivered by young people. These projects share three principle aims:

- Educate peers on issues of sexual exploitation, domestic abuse, honour-based violence and gang grooming,
- Lobby for changes to social policy and practice on these issues promoting young people's voice,
- Raise awareness in the wider community.

Volunteering Matters are looking to recruit a Project Officer, this is an exciting time to be joining our Youth Social Action Team (YSA) in Ipswich, working to encourage young people across Suffolk to use the power of their voices to support the transformation of services within the Suffolk area. We are looking for a dynamic, multi skilled, open-minded and self-starter to join our friendly team, working towards inclusion and equality. The successful applicant will facilitate sessions which activate young people into youth social action. They will be able to listen to young people's issues and support them to raise awareness and campaign for change. They will need to be innovative and creative to ensure that young people are kept invested in the programme. This role would suit someone who likes to empower young people and believes in equity. We are seeking someone who can engage with a wide range of audiences and are skilled in developing and maintaining strong long-lasting partnerships, with education, local businesses, funders, families, care institutions and other organisations that support our vision of youth empowerment.

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

- Passion for working with communities and the ability to motivate, enthuse and develop positive attitudes in young people, organisations and adult volunteers.
- Passionate about volunteering and the opportunities it can offer to shape life choices.
- Commitment to understanding the challenges and barriers faced by individuals from our culturally diverse backgrounds, accessing support and creative pathways.
- An interest in understanding project delivery and working to agreed targets.
- Self-motivated and open about development and learning.
- A commitment to understanding safeguarding.
- Ability to work or learn IT skills, including experience of developing and maintaining database.
- Understanding and commitment to Equal Opportunities.
- Ability to learn about risk assessments, data protection and confidentiality.
- Ability to work out of office hours and on a digital platform or in person if require.
- 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.

