

UK Year of Service – Volunteering Matters

Job Title: Project Officer – Getting Together Matters

Locations: Home-based – National Delivery. 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.

Please note this is a Kickstart role only. If applying for a Kickstart role, candidates must be on universal credit and be referred by their work coach via the Department of Work and Pensions portal. The DWP referral link and portal will not be live for these roles until Friday 5th November. Candidates can still apply and the referral can be done retroactively.

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

Role Purpose

To enable Volunteering Matters to meet its objectives and strategic priorities in volunteering opportunities in the UK and supporting the Getting Together Matters projects.

Getting Together Matters project match trained volunteers with individuals at risk of social isolation and loneliness, our volunteers have weekly contact with the people virtually.

Work would be with the Getting Together Matters that is delivered on line. Work could be across the UK, there is no office location, work would be expected to be from home. Getting Together Matters project has one and half-staff member to support the candidate. Hours would be up to 25 hours pw. Usual working hours are between 9am – 5pm, Monday to Friday and can be worked flexibly.

How does a Getting Together Matters volunteer help an individual in need?

We provide activities & company for people who are unable to leave their home or self-isolating. Many of these people are recognised as the most vulnerable in society; this could be due to a range of factors, including age or a pre-existing medical condition. Helping people have contact with the outside world, to feel less lonely and improving their general wellbeing.

Key Duties Responsibilities

- Work closely with the Getting Together Matters project staff and volunteers, local community providers and adult social care teams.
- Ensure office records, paperwork and data is gathered, recorded, are accessible and accurately monitored, in line with GDPR requirements.
- Maintain a suitable support structure for the volunteers, including 1:1 and group sessions, sending invites, and managing attendance registers.



- Playing a part to establish and maintain effective working relationships with partners. Assist with quarterly monitoring and evaluating outcomes as required by the local authority and impact tracking within Volunteering Matters.
- Working with colleagues across the region & the organisation to develop the quality & practice across Getting Together Matters and other projects.
- Tasks would include assisting with recruitment of volunteers, application selection, arranging interviews, help staff to conduct interviews, apply for volunteer DBS and references. Arranging training, sending out invites and reminders. Assist project staff with the delivery of volunteer training. Organising volunteer supervision sessions or meetings.
- Managing volunteer files ensuring all personal information is up to date and correct and complies with GDPR. Liaising with volunteers to confirm their availability.
- Promoting and representing Volunteering Matters locally on site or across interested Local Authority staff groups, new volunteers or public where appropriate.
- Administration using word processing and database software, including record keeping. Assisting in the financial management of projects, including in the preparation of invoices and the management of volunteer expenses.
- Managing and updating staff calendars, sending invites to team meetings, preparing agenda's.

Skills

- Good interpersonal skills, developing relationships quickly with enthusiasm
- Effective written and oral communication skills with attention to detail
- Precise record keeping, data input and accurate keyboard skills
- Willingness to develop administration skills
- Knowledge of social media platforms and making these work effectively for the service
- Demonstrable commitment to volunteering and understanding of its potential force for change
- Willingness to work flexibly
- Commitment to high standards of customer care
- Effective team working

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.

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.

