

UK Year of Service – Volunteering Matters**Job Title: Project Officer – ProjectScotland (Dundee, Tayside and Angus)**

Locations: Home based within the Dundee, Tayside and Angus with the option of community based travel or hot-desking. 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 Louise Orr, Delivery Leader – Tayside, Aberdeen and Highlands. 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 ProjectScotland projects across Dundee, Tayside and Angus.

This is an exciting opportunity for a young person to get involved in several projects in Dundee and the surrounding areas. Each project is focused on assisting people in the local area to take their first/next steps into employment, with volunteering having a key focus in their journey.

Our refugee project is about engaging with new Scots and supporting them to feel engaged and part of their new community. Volunteering can be the perfect step to get to know people, practice English, and gain some experience here in Scotland.

Our NTSF project in Dundee and the surrounding areas works with people (primarily young people aged 16 to 30) who face multiple barriers to employment, to identify and tackle their barriers to participation. Each person's journey is unique and bespoke to them, involving action planning with them to set individual goals, a plan of how to achieve them, and practical employability support (CV building, interview preparation etc.). Volunteering is encouraged as a way of building vital skills and experience: volunteering opportunities are tailored to each person. Each person is also offered a mentor – a volunteer who can support them for up to a year, working with them on their personal goals, whether this is around increasing confidence, work readiness, or simply having a sounding board and support system.

We work in partnership in the area on a Parental Employment Support project. The ProjectScotland element of this project is a bespoke mentoring service to parents in Dundee who are either underemployed, or unemployed.

Lastly, we also work in partnership on a project aimed toward supporting people with long term illness/disability, working with them on their journey toward finding suitable employment. As with all our projects, volunteering is a huge element, with our dedicated worker supporting people to find the right placement for them.



The Project Officer would support the work of our Engagement Managers across the different projects to ensure the projects operate effectively and successfully. Duties will include: building relationships with local third sector organisations; working in partnership with local third sector organisations to create new volunteering opportunities within their organisations; supporting people interested in volunteering to visit potential volunteer opportunities; and supporting people when in their volunteering placements to ensure they have a great experience.

The Project Officer will also assist with wider project requirements such as: helping to publicise projects and ProjectScotland/Volunteering Matters more broadly; assisting in collecting and inputting data related to the project; and representing us in meetings with partner organisations.

You will spend time in Dundee city and surrounding areas, meeting with colleagues, project participants, and partners. You will create positive, strong relationships with everyone involved.

Although community focused, this role will involve some desk-based tasks to record interactions and volunteering opportunities for example. These can be completed from home (IT equipment will be provided), or a hot-desking agreement with a local partner(s), or a mixture of the two. This will involve usage of Office 365, Microsoft Teams, Zoom, our CRM Salesforce, and social media.

Skills

- Some experience using computers and technology, particularly Office 365, is essential.
- You will be required to travel within Dundee, Tayside and Angus either using a personal vehicle, 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 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.

