

UK Year of Service – Volunteering Matters

Job Title: Project Officer – Team London

Locations: The post can be home or office based at our Hackney office (E5 OPD). 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 Sara Caravelas, Project Manager for Team London Young Ambassadors.

Role Purpose

Team London Young Ambassadors is the Mayor of London's volunteering programme for schools, which connects young people with their communities through social action. This strand of the programme involves delivery of a series of workshops with groups of students in Alternative Provision (AP), Pupil Referral Units (PRU) and Special Educational Need and Disability (SEND) schools across every borough of London leading to supporting the development and delivery of their own social action projects in their local community.

The Youth Social Action Officer will assist and support the delivery of the Team London: Young Ambassadors Programme across London. They will play a key role in supporting young people to lead change, address inequalities through the power of their voice and through the content of their youth social action work together. They will engage directly with young people, listen to young people's issues, support them to raise awareness to social issues and act as a positive role model, helping boost confidence and self-esteem to encourage ambition and aspiration.

Key Duties Responsibilities

- Collaborating with the delivery team and volunteers to develop and deliver workshop sessions to young people aged 10 -18.
- Engage with external organisations to provide volunteering opportunities for young people.
- Highlight project impact and success stories through engaging case studies and storytelling.
- Attend regular team meetings.
- General administrative tasks.

Skills

- Demonstratable passion for wanting to work with and empower young people.



- Willing to work with young people from various backgrounds and ability to develop and motivate positive attitudes.
- Good communication skills – for example making telephone calls and sending emails.
- Organisational skills – for example using a diary or calendar to manage time and tasks.
- Be willing to and confident to co-facilitate workshops for small groups of young people.
- Basic IT knowledge which may include Microsoft programmes and social media platforms.
- Basic understanding of safeguarding in relation to young people.

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.

