

UK Year of Service – Volunteering Matters**Job Title: Project Officer – WASSUP And Youth Social Action Greenwich**

Locations: Home-based within Greenwich. 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 youth social action projects.

WASSUP Greenwich engages youth people in social action activities to raise awareness and educate others centred around the issues of sexual exploitation, domestic abuse, honour based violence and gang grooming. This encompasses the design and development of toolkits and workshop delivery in local secondary schools. Our volunteers meet weekly for training and development sessions, as well as in the community or virtually. The Family Mentors project match trained volunteers with families where children are at risk of harm or neglect. Family Mentors youth social action supports children and young people from those families to engage in social action, working with volunteers to make this happen. The candidate will believe strongly in youth participation and the strength of what young people can achieve.

Work would be shared between WASSUP and Family Mentors youth social action projects, based in the Royal Borough of Greenwich (South East London). Work can be across all areas of the borough or working from home. The candidate will need internet access to enable remote working. I.T. equipment and infrastructure will be supplied.

Key Duties and Responsibilities

- Work closely with the WASSUP and Family Mentors project staff, volunteers, schools and local support agencies.
- Support school recruitment process, promoting the project and booking in workshops.
- Comply with the applicable Health and Safety and Safeguarding regulations.



- Ensure 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.
- Play 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.
- Work with colleagues across the region & the organisation to develop the quality & practice across WASSUP Greenwich, Family Mentors and other projects.
- Tasks would include assisting with recruitment of volunteers, induction and applying for volunteer DBS and references. Assisting project staff with the delivery of volunteer training, sending out invites and reminders. Organising volunteer supervision sessions or meetings. Supporting and motivating volunteers.
- Support volunteers to deliver toolkits and workshops in local secondary schools, provide oversight and governance and facilitate workshops centred around the issues of sexual exploitation, domestic abuse, honour based violence and gang grooming.
- Manage 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 London to interested partners, educational establishments, 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 agendas.

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 services
- Demonstrable commitment to volunteering and understanding of its potential force for change
- Ability to travel and a willingness to work flexibly
- Commitment to high standards of customer care
- Effective team working
- Ability to empower volunteers and beneficiaries

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/ 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.

