

## UK Year of Service – Volunteering Matters

### Job Title: Project Officer – West Midlands

**Locations:** The post can be home or office based at our Central Birmingham office (B5 6DR). 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.

**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 5<sup>th</sup> 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](mailto:join@volunteeringmatters.org.uk) addressed to Heather Candelent, Delivery Leader – Central and South Yorkshire. In addition, please also register your details via the NCS website <https://wearencs.com/uk-year-of-service>.

### Role Purpose

Volunteering Matters brings people together to overcome society's most complex issues, building stronger communities through the power of volunteering. As Project Officer, you will recruit and support volunteers from across the West Midlands to volunteer in their local communities. If you have a passion for making and driving local change, this could be the role for you. You will work in collaboration with various Volunteering Matters projects and partners across the West Midlands to identify new and exciting opportunities for volunteers to do good!.

### Key Duties Responsibilities

- Supporting with recruitment, training and induction of volunteers.
- Listening to local need and identifying new volunteer opportunities.
- Supporting the promotion and marketing of volunteering within West Midlands.
- Exploring new ways of engaging local communities and businesses to support volunteering.
- Working with our Partnerships team to identify possible funding in local areas.
- Highlighting project impact and success stories through engaging case studies and storytelling.
- Attending meetings and taking notes.
- Various admin tasks and updating of databases which may include: updating volunteer information, completing impact trackers, sharing good practice, completing ID checks and supporting with volunteer expenses.

### Skills

- Demonstrable passion for helping/supporting others.
- Basic IT knowledge which may include Microsoft programmes and social media platforms.



- 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.
- The ability to motivate, enthuse and empower yourself and others.

## 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 8<sup>th</sup> 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/n't require full DBS/ PVG clearance.

## 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](mailto: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.*

