

Project Support Officer, Leicester City Centre, LE1

BUILD Project - Building up Individuals for Life and Development

£26,595 per annum plus enhanced benefits

- 2 posts, Full-Time, 35 hours per week. Fixed Term to 31 August 2026
- Hybrid Working, Up to 30 days Basic Holidays plus Bank Holidays
- Enhanced Family Friendly and Wellbeing Benefits, 6% Employer Pension Contribution

Join the Our Team and help to transform lives

Voluntary Action LeicesterShire (VAL) helps people in local communities to change their lives for the better, through direct service delivery and by supporting the local voluntary and community sector.

The Building up Individuals for Life and Development (BUILD) Project partnership is funded to provide comprehensive support packages for individuals aged 19 and over. BUILD will work across rural Leicestershire cluster areas identified by our extensive knowledge of and engagement with areas where there are gaps in community based services. The Project will work with those who are disengaged, feel socially excluded and face multiple barriers, offering a varied, supportive and bespoke skills and personal development approach.

This role will play a crucial role in supporting participants. You will identify project participants and conduct person-centred assessments with them. You will be responsible for creating strength-based personal development plans as well as providing ongoing support and guidance in order to help the participants grow in confidence, build skills and gain control of their lives. Your role will work to increase participation in volunteering and advice on self-employment and entrepreneurship, building networks to share best practice through shared learning.

You will be expected to collaborate with our experienced partners **Rural Community Council** (RCC) who work to improve wellbeing, increase resilience and tackle disadvantage across rural areas and **CASE** who work to promote social enterprise and rural community development. You will make a tangible impact on individuals' lives and local communities, fostering sustainable change.

Applicants will need to demonstrate a passion for and experience in supporting individuals to identify and achieve personal goals combined with an established understanding of barriers preventing individuals from accessing support. Proven skills in engaging and motivating individuals (both face to face and remotely), networking to achieve outcomes and an ability to develop high quality information and resources are also necessary. Experience of delivering work readiness workshops to groups and tailored individual interventions in support of personal skills development would be a great advantage.

The role requires confident communicators with experience track in providing impactful support and training, working in diverse communities across the County. You will have a proactive and dynamic approach, excellent organisation skills, a keen eye for detail combined with the ability to process detailed information, manage relationships, prioritise and multi-task. The project team will work to KPI's, so flexibility and a "can do" attitude are a must.

Voluntary Action LeicesterShire (VAL) is a sector leading diverse and ambitious organisation, with a vision for growth. You will benefit from a competitive salary, a flexible and supportive working environment, 25 days annual leave, rising with service, plus bank holidays and a 6% employer pension contribution.

Closing date: Monday 15 July 2024, 5pm

Interviews: Week commencing 22 July 2024

A detailed job description, person specification and application form for this role can be found at <https://valonline.org.uk/work-for-val/>

For an informal discussion about this role, please contact Ange Marsh, BUILD Project Manager ange.m@valonline.org.uk