

VAL Jobs

BUILD Project Support Officer



Job description

Job purpose:	<ul style="list-style-type: none"> • As part of the Building up Individuals for Life and Development (BUILD) Project you will work to support individuals aged 19 and over who are disengaged, feel socially excluded and face multiple barriers, offering a varied, supportive and bespoke skills and personal development approach. • Create and deliver responsible personal development plans as well as providing ongoing support and guidance for Project participants to help them grow in confidence, build new skills and gain control of their lives. • Increase participation in volunteering and advice on self-employment and entrepreneurship, building networks to share best practice through shared learning.
Responsible to:	BUILD Project Manager
Responsible for:	Volunteers

1. Main aims of the role

- Ensure participants successfully achieve development, skills, training and other outcomes in line with their development plans.
- Enable participants to identify and manage personal barriers, building confidence to gain control of their lives.
- Ensure personalised developed plans are reviewed and maintained with participants to achieve agreed goals.
- Support participants to sustain engagement with a range of work readiness activities provided by the Project and partner organisations.
- Develop and maintain professional working relationships with participants and partners within the local authorities and other public, private and voluntary sectors.
- Provision of detailed reporting and evidence to demonstrate participant progress against goals and Project targets.

2. Main activities of the role to deliver the aims

- To take responsibility for participant caseload, development and progression that includes assessments and on-going review of outcomes towards personal development goals and outcomes.
- Provide support to individuals to empower them to undertake personal development, identify key aims and goals and build action plans to connect them with their local community.
- To support participants one to one and in groups to access and sustain engagement with delivery partner activities / services in line with their development plans and goals.
- To scope, plan and co deliver development activities and training in support of the Projects and participant needs.
- Gather evidence to demonstrate and report progress against outcomes and targets and support the maintenance of the Project's resources.

- Promote equality and diversity within the Project and in project delivery.
- Support the maintenance of the Project databases and other information and knowledge management systems.
- Develop, coordinate and facilitate meetings, networks, workshops and events.
- Build excellent relationships with local partners including public services and VCSE organisations and volunteer-involving groups, including providing them with advice and support.
- Provide a range of written information including briefings, leaflets, guides, promotional material and reports. In support of the Project and its aims.
- Work with team colleagues to develop, deliver and performance manage projects.

3. Supporting the development of VAL and its people

- Be an effective ambassador and representative for the BUILD Project and VAL.
- Participate positively in the development of plans, projects, performance management and VAL organisational development.
- Maintain data, statistics and information on the BUILD Project and VAL’s work and to produce regular monitoring and promotion reports.
- Actively participate in learning opportunities, including mentoring and peer learning to share and gain skills across VAL people and keeping up to date with relevant changes in policy and practice.
- Build and maintain effective relationships with partners and colleagues including working collaboratively across VAL.
- Be accountable to the Project, to VAL and colleagues for your actions, actively supporting VAL’s values.
- Recruit, support and manage volunteers to deliver aspects of VAL’s work.
- Ensure the health and safety of VAL people and service users.
- Encourage and promote equality and diversity inside and outside of VAL.
- Carry out evening and weekend work as required.
- Undertake any other reasonable duties in line with the aims of the post.

Person specification

The person specification sets out the essential qualities that we are seeking for his post. Please ensure that your application demonstrates how you meet the criteria. You may include paid and voluntary work or other relevant life experience.

Understanding of working with individuals and local communities	<p>Experience and understanding of:</p> <ul style="list-style-type: none"> ■ Supporting individuals to identify and achieve personal goals. ■ The barriers preventing families from engaging with support linked to employment, education and training. ■ Supporting individuals to undertake personal development and goal setting, taking into account barriers they might be facing. ■ Supporting and / or delivering work to develop VCSE and volunteer-involving groups, improving their practice and developing and sustaining their resources; and / or ■ Development and promotion of volunteering; and / or ■ Influencing decision making; and / or ■ Development of networking and collaborative working opportunities
General and project management	<p>The ability to:</p> <ul style="list-style-type: none"> ■ Self – manage a complex, broad and busy workload ■ Follow clearly defined processes

	<ul style="list-style-type: none"> ■ Successfully operate in a fast paced environment ■ Engage, motivate and support people whilst maintaining a professional role at all times ■ Work as part of a team and with minimal supervision
Administration	Using and developing administration systems and databases to maintain sensitive case records and Project evidence.
Facilitation and networking skills	Facilitation, networking and group work skills and the ability to work successfully with groups of different sizes and backgrounds.
Developing and delivering learning opportunities	Developing training, workshops or other learning opportunities including needs analysis, programme design and development of resources.
Experience of different communities	Working within different communities such as urban, suburban, small towns and / or rural and with a wide variety of voluntary and community sector organisations.
Equality & Diversity	Encouraging and promoting equality and diversity in the delivery of services and experience of working effectively with people from a range of backgrounds.
Building relationships	The ability to build and maintain effective relationships with colleagues and partners in all sectors.
Organisational skills	Taking personal responsibility and a proactive approach to planning and performance managing a varied and complex workload, prioritising demands and working to tight deadlines.
Approach to work	A positive “can do” approach, the ability to be innovative, and flexibility to meet the demands of a changing environment.
Presentation skills and oral communication	Excellent oral communication and presentation skills with a diverse range of people in a variety of situations, including the ability to represent the views of VCS and volunteer-involving groups to a wider audience.
Written communication and developing information services	Good writing skills, including developing information and resources, with evidence of translating complex information into clear and engaging materials
ICT skills	Proficient in ICT packages including word processing, email and internet, spreadsheets and databases
Continuing professional development	There are no specific qualifications for this role, but evidence of continual development of knowledge of skills is required
Hours of working	Able to work some evenings and occasionally at weekends
Travel	Ability to travel regularly within the city and county and occasionally nationally

This does not form part of your contract of employment – June 2024