



Role Description

Job Title:	Regional Project Officer (Community Assistance Project)
Location:	Home based with potential office space in a partner office, covering the West and South West Wales Region
Contractual Status of Role:	Full time, 35 hours per week Fixed term until October 2024
Job Title of Line Manager:	Regional Coordinator (West and South West Wales)
Job Purpose:	To meet the Community Assistance Project objectives by overseeing the regional delivery of services, supporting the Regional Volunteer Officer and working closely in collaboration with local partners.
Main Responsibilities:	<ol style="list-style-type: none">1. In line with local arrangements, undertake the recruitment, support / supervision and mentor/buddy the volunteers, and ensure they have appropriate Disclosure and Barring Service checks.2. Ensure all prospective volunteers are inducted with project partners and have all the relevant training required including all aspects of person-centred helping, safeguarding, equality and diversity and inclusion as per local arrangements.3. Supervise and oversee all case work undertaken by the volunteers in the region.4. Receive referrals for the project in the region, matching volunteers to the person needing the service and work closely with other members of the project team to ensure a high quality, timely and responsive service is provided to all older people referred to it.5. Work with regional partners, develop opportunities and publicise and promote the Community Assistance Project, including promoting and cascading information, including real-life examples of positive intervention through a range of methods and with a range of stakeholders.6. Oversee the processing of volunteer expenses in line with agreed policy and procedure

	<p>7. Maintain accurate and up to date records relating to all aspects of the service in the region to provide for the effective monitoring and evaluation of the project.</p> <p>8. Support programme evaluation through surveys and questionnaires.</p> <p>9. Make onward referrals internally or externally to provide a holistic support package for service users.</p>
Person Specification	All the listed criteria are essential unless stated otherwise.
Experience	<p>The ability to demonstrate experience of:</p> <ul style="list-style-type: none"> • Working with others to deliver successful projects and services. • Recruiting, managing and working with volunteers. • Establishing and maintaining productive collaborations. • Running meetings and events. • Networking. • Negotiating at a range of levels both in and outside the organisation. • Marketing and promotion.
Knowledge	<p>The ability to demonstrate knowledge of:</p> <ul style="list-style-type: none"> • Issues affecting older people in Wales and barriers to accessing support. • Local services in the public or voluntary sector. • Diversity of the cultures, environments and communities in which older people and carers live • Volunteer recruitment. • Working knowledge of Microsoft Office applications. • Data Protection (GDPR) compliance. • Safeguarding vulnerable adults.
Skills/Ability	<ul style="list-style-type: none"> • Proven ability to successfully manage a team of volunteers to deliver project outcomes. • Demonstrate high calibre communication skills (verbal and written) with the ability to use these for developing partnerships, negotiating and influencing. • Ability to think creatively and generate and develop innovation within this role • Ability to use own initiative. • Ability to manage self and others. • Ability to inspire and motivate others. • Ability to oversee organisation of work from plan to execution. • Make cost effective use of limited resources. • Adapt to changing circumstances, multitask and make decisions based on new priorities and demands.

	<ul style="list-style-type: none"> • Prioritise work and deal with competing or conflicting demands/needs and interests. • Promote programme aims and objectives. • IT literate including data management. • Ability to speak Welsh (Desirable).
Qualifications	Experience in relevant subject area.
Additional Circumstances	<p>This post requires an Enhanced Disclosure and Barring Service check.</p> <p>The role holder will be required to provide a car for business use and some occasional travel across Wales may be required. There may be occasional requirements to work evenings and weekends - these will be planned in advance.</p>
<p>Notes:</p> <ul style="list-style-type: none"> • This role description is not intended to be exhaustive in every respect, but rather to clearly define the fundamental purpose, responsibilities and dimensions for the role. Therefore, this role description does not describe any individual role holder. • In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated by line management. 	

Role Description Agreement		
Signature of Job Holder	Print Name	Date

July 2023