

Newark & Sherwood CVS Job Description

Volunteer Centre Service

Job Title: Engagement Worker

Hours: 15 per week

Salary: £ 8260 (Actual)

Responsible to: CVS Senior Manager

Base: Newark & Sherwood CVS Castle House Great North Road Newark NG24 1BY and other as required

Purpose:

To increase the job skills, work experience and employability of long term unemployed people in Ollerton.

Establish and maintain relationships with individuals.

Develop and deliver quality guidance and support through workshops, group sessions, training and 1:1 support.

Support participants with multiple barriers and individual needs.

Work closely with the Volunteer Centre Officer to source and broker local volunteering opportunities.

Duties:

Carry out assessments of individuals needs

Design and deliver 6 week modular pre-employment skills training programme to

Include e.g. communications and presentation skills, confidence building, self analysis/job matching, CV's/applications, interview techniques, value of and introduction to volunteering.

Supporting people into volunteering – finding the right placement

Engage with DWP and others to broker joint working on employability issues

Monitoring

Provide information to Finance re budget

Provide information on service outcomes for funder

Marketing

Have regular input regarding information for CVS website/Facebook/Twitter.

Training

To identify own training needs and ensure that these are incorporated into a personal training plan in order to improve job performance and personal and professional development.

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Health & Safety

To take reasonable care for the health and safety of him/herself and other persons who maybe affected by his/her activities and where appropriate safeguarding the health and safety of all persons under his/her control and guidance in accordance with the provisions of Health and Safety legislation.

To exercise proper care in handling, operating and safeguarding any equipment or appliances provided and issued by the CVS for the post holder's individual or collective use in the performance of his/her duties.

Equal Opportunities

In carrying out duties and responsibilities set out within the job description and context of developing working relationships with others, the post holder will be expected to demonstrate commitment to and comply with the specific requirements and the spirit of the CVS Equal Opportunities Policy. This principle applies equally to all aspects of the role including any responsibilities relating to the provision and development of services and to the recruitment and management of staff within the span of control of this post.

In addition, the Post holder will be required to:

To carry out any other reasonable duties within the overall function commensurate with the grading and level of the responsibilities of the post

To work according to the provisions of CVS policy documents

In order for the organisation to achieve its goals, all staff are expected to work co-operatively, contributing to the performance of other functions as appropriate

This Job description is for information and guidance only. It is not intended as a definitive statement

All duties to be carried out in accordance with the Organisation's policy on Confidentiality.

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Person Specification:

Training and qualifications	Essential (E) Desirable (D)	Application (A) Interview (I)
Degree or equivalent in IAG/Training/Volunteer management	D	A
Commitment to continuing professional development	E	A
Specialist Knowledge, skills and experience		
Experience in a similar role within the voluntary sector	D	A/I
Experience of working with and adapting to people's individual and often complex needs including health conditions	E	A/I
Experience of supporting people with multiple barriers, including those hardest to reach	E	A/I
Knowledge and understanding of the local labour market	E	A/I
Ability to design and deliver training programmes	E	A/I
Experience of working with volunteers	E	A/I
Experience of monitoring & recording outcomes	E	A/I
Marketing skills including ability to produce engaging promotional items e.g. leaflets and posters	D	A/I
General knowledge, skills and experience		
Ability to manage own workload and priorities and to work as part of a team	E	A/I
Ability to build strong and effective working relationships with partners, customers and other stakeholders	E	A/I
Excellent written and verbal communication skills	E	A/I
Ability to adopt a style and presentation best suited to purpose and audience	E	A/I
Ability to plan, organise and prioritise workload without compromising effectiveness	E	A/I
Ability to apply sound judgement	E	A/I
Well-developed problem-solving skills, able to identify and implement appropriate solutions	E	A/I
Flexible in both duties and hours of work, including evening and weekend work as necessary	E	A
Adaptable to changing service needs	E	A/I
Outcome and customer focused	E	A/I
Robust, decisive and able to challenge others	E	A/I
A "can do" attitude	E	A/I