

JOB DESCRIPTION

PROJECT COORDINATOR – Rural Wisdom Flintshire (Home based) Fixed term until 31st March 2019 (ref: V122)

Volunteering Matters

Volunteering Matters is the UK's leading national volunteering and training charity. We make a positive impact on the lives of thousands of people every year, and support some of the most vulnerable people in society - such as children at risk of abuse or neglect; isolated older people; and teenagers looking to get on to the jobs ladder. Our strategic aims are to:

- Help people achieve their potential by being the provider of choice for volunteering and learning
- Work with individuals and communities in responsive and innovative ways to achieve positive impact
- Use Volunteering Matters' expertise and networks to influence public policy
- Ensure that Volunteering Matters is sufficiently resourced to build stronger communities for another 50 years.

Rural Wisdom

Funded by the Big Lottery Fund, Rural Wisdom is a partnership project that explores the impact of community-based activities that are led by older people living in rural areas. We are:

- tackling the issues that older people identify as priorities for their communities and makes opportunities for older people to shape their community to make it work well for them and for other people who live there;
- developing community-led activities (using an Age-Friendly approach) that include and support older people and activities that make local communities work well for people as they get older;
- building on and encouraging the strengths and experience that older people bring, and encourages other people to value and support this;
- exploring ways to identify and show the impact of these activities and the contribution to bigger changes by building a wider UK learning network.

The Rural Wisdom project is based in locations in Scotland and Wales. Our partners, Outside the Box will lead the development work in Scotland and Volunteering Matters will lead the development work in Wales. We will also be working with the National Development Team for Inclusion (NDTi) who will be the lead for evaluation.

In Wales, this five year project will be delivered in target communities in North Wales and West Wales. Initially, in North Wales, the development work will be based in **Leeswood & Pontblyddyn**, Flintshire, working closely with our local partners. Flintshire County Council has an 'Ageing Well in Flintshire' plan which aims to improve the wellbeing of people aged 50+ living/working in Flintshire. One of the plan's priority areas is the development of Age-Friendly communities.

A place is age-friendly when it helps and enables everyone (irrespective of age) to stay healthy and active and participate in community activities, and where everyone is treated with respect. Following a series of awareness raising sessions and engagement activity across the county, led by the Older People's Strategy co-ordinator and Older People's Engagement worker, Leeswood & Pontblyddyn Community Council made a commitment to proceed with Age-Friendly community development.

Accountability

The post holder will be accountable to the Senior Project Coordinator (based in West Wales) and the Business Development Manager for Wales.

Duties

The job description gives an outline of key duties and is not intended to be an exhaustive list. The post holder may be asked from time to time to take on other responsibilities as reasonably requested by their manager.

1. Work with older people, the Community Council, community members and other stakeholders to map existing activities and to identify issues that are important to local people.
2. Work with the community to help them develop an action plan, with clear protocols/procedures in place to regularly review and amend throughout the course of the project.
3. Provide community development support to older people and others, to take forward issues that are important to them, including the development of new activities and volunteering, that create more choice for older people and others living in the community.
4. Work in partnership with community groups, voluntary organisations, businesses, public sector organisations and any other relevant stakeholders (including Older People's Engagement Worker, Older People's Strategy Co-ordinator) to build and nurture a good working relationship, to explore a wider range of options that may be available to community members.
5. Work alongside older people, other community members and partners to raise awareness of Age-Friendly communities and the Rural Wisdom project and also to highlight issues that are important to older people and others living in the community and in other rural areas.
6. Provide regular information to the overall partnership of the Rural Wisdom project, including sharing learning, policy and practice and providing local information, e.g. case studies etc., on a regular basis.
7. Contribute to the shared learning work that is co-ordinated by the National Development Team for Inclusion, collecting information and supporting people in the local areas to take part in this element of the overall project.
8. Produce monthly reports against an agreed action plan, reviewed regularly by the Senior Project Coordinator and Business Development Manager.
9. Attend monthly development meetings, quarterly Volunteering Matters team meeting and Rural Wisdom partnership meetings as agreed.
10. Participate in training where appropriate to the delivery of the role.

Person specification

In deciding who to shortlist and appoint to this post, we will be looking for evidence of the following skills, knowledge, experience and personal qualities.

Essential

1. Ability to motivate and engage people in a community setting.
2. Demonstrable experience of working in partnership with statutory, business and/or other third sector organisations.
3. Experience in community development on a local level.
4. Strong IT skills including word-processing, spreadsheets and e-mail.
5. Ability to communicate effectively, both orally and in writing.
6. Ability to prioritise, structure and manage own work load in order to meet targets and deadlines.
7. A demonstrable understanding of the issues facing older people including barriers to participation.
8. Understanding of volunteering and its contribution to society and the importance of Volunteering Matters' principles of non-rejection and equal opportunity.
9. Ability to travel in accordance with the requirements of the post

Desirable

1. Ability to speak Welsh or a willingness to learn.

Fixed Term Contract until 31st March 2019