

**UK Year of Service – Volunteering Matters****Job Title: Project Officer – Glasgow and North Lanarkshire**

**Locations:** Home based within the Glasgow or North Lanarkshire area with the option of community travel or hot-desking. The postholder will require good internet access to enable remote working, and a suitable home office space. I.T. equipment and infrastructure will be supplied.

**To apply for this role, please email a cover letter and CV to [join@volunteeringmatters.org.uk](mailto:join@volunteeringmatters.org.uk) addressed to Kim Maxwell, Delivery Leader – Glasgow and West Scotland. In addition, please also register your details via the NCS website <https://wearencs.com/uk-year-of-service>.**

**Role Purpose**

Volunteering Matters are looking for a Project Officer to support with our projects in Glasgow and North Lanarkshire, these are The National Third Sector Challenge Fund (NTSF), Young Persons Guarantee (YPG) and North Lanarkshire Befriending Project for Young Carers.

NTSF and YPG in Glasgow works with mainly young people (NTSF 16-30 and YPG 16-24) who face multiple barriers to employment, to identify and tackle their barriers to participation. Each person's journey is unique and bespoke to them, involving action planning with them to set individual goals, a plan of how to achieve them, and practical employability support (CV building, interview preparation etc.). Volunteering is encouraged as a way of building vital skills and experience:

Our Befriending project in North Lanarkshire allows us to recruit and train volunteers to work 1:1 with young carers, this experience is bespoke and tailored to the needs of the young person.

The Project Officer would support the work of the Engagement Managers across all three projects and wider team to ensure the projects operates effectively and successfully. Duties will include: building relationships with local third sector organisations; working in partnership with local third sector organisations to create new volunteering opportunities; supporting people interested in volunteering to visit potential volunteer opportunity hosts; and supporting people when in their volunteering placements to ensure they have a great experience. Additionally you will support with attracting, recruiting and training volunteer befrienders and support with the development of that relationship.

The project Officer will also assist with wider project requirements such as: helping to publicise the project and Volunteering Matters more broadly; assist in collecting and inputting data related to the project; and representing Volunteering Matters in meetings with partner organisations.

You will spend time in the community, meeting with colleagues, project participants, and partners. You will create positive, strong relationships with everyone involved.



Although community focused, this role will involve some desk-based tasks to record interactions and volunteering opportunities for example. These can be completed from home (IT equipment will be provided), or a hot-desking agreement with a local partner(s), or a mixture of the two. This will involve usage of Office 365, Microsoft Teams, Zoom and social media and CRM Salesforce.

## Skills

- Some experience using computers and technology, particularly Office 365, is essential.
- You will be required to travel within Glasgow and North Lanarkshire either using a personal vehicle, or via public transport.

## Experience Required

Values are important to us at Volunteering Matters. We are looking for someone who can show compassion, be straight forward and can positively embrace new challenges. We believe in empowering people and providing equality of opportunity. If those values align with yours, the role could be for you.

You don't need any specific work experience but will need a good level of computer literacy, including being comfortable with Microsoft Office (mainly Word and Excel), email and MS Teams. You will need good communication skills, both oral and written, including being able to confidently speak in person, on the telephone and whilst video-calling. You will need to be able to work on your own initiative, manage your time effectively and plan your working week in conjunction with the Project Manager.

The post holder will be fully supported during placement by our existing staff team, including taking part in an organisational and project induction, on-going training and development opportunities.

Alongside the support and training offered to you by your employer, you will also benefit from an enhanced training package, delivered by the NCS Trust. You will have access to their regional and national workshops, giving you space to connect with other UK Year of Service members, hear from inspirational speakers and hone your skills in new and exciting ways.

Candidates must be:

- Between 18 – 24 years old (cut off is 8<sup>th</sup> November).
- Must be residing within the UK.
- Must have the right to work within the UK.
- Be available to work 30 hours per week, Monday to Friday.

## DBS/ PVG

This role does require full PVG clearance. Having a conviction will not necessarily cause a bar to employment.

## Our Values & Way of Working:



In all that we do, we embrace a philosophy of 'Freedom within a Framework' and are guided by our values: Empowering, Inclusive, Compassionate, Positive & Straightforward.

## **Diversity & Inclusion:**

Volunteering Matters welcomes all applicants and are keen to ensure our team reflects the diversity of the UK and the communities we serve. We encourage applications from disabled, LGBT and Black, Asian and Minority Ethnic backgrounds, along with candidates with any protected characteristics and from disadvantaged groups.

## **Disability Confident & Reasonable Adjustments:**

We guarantee to interview anyone with a disability whose application meets the minimum criteria for the role. Please provide evidence in your application, which demonstrates that you meet the level of competence required in the "Experience/Skills and attributes" section of this job description. To be considered for a guaranteed interview or to discuss any reasonable adjustments during the process, please state this in your application or contact [join@volunteeringmatters.org.uk](mailto:join@volunteeringmatters.org.uk) for more information.

We have also committed to the following pledges which positively encompass our recruitment and selection processes and methodology: The Promise (Scotland), Show the Salary, Salary History.

*This job description is intended to include the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but while some variations will be expected, these will be at an appropriate level for the role.*

