



JOB DESCRIPTION

JOB TITLE:	Community Project Officer
PLACE OF WORK:	Home-based
SALARY:	£16.40 per hour, paid monthly in arrears.
HOURS OF WORK:	Part time – Basic 22.5 hours (3 days) a week, with possibility of overtime (to be agreed in advance). Attendance at some evening meetings is required and occasional weekend work. This is a fixed term appointment to 31st December 2024, with the possibility of extension subject to future successful grant applications.
ALLOWANCES:	Casual car/bicycle user allowance
REPORTS TO:	Chair of Trustees

APPOINTMENT PROCEDURE:

Email recruitment@rosscdt.org.uk with a CV and covering letter by midnight on 21st November. The covering letter should explain how you meet the person specification for this post. We hope to interview in the week commencing 27th November and to start the appointment as soon as possible.

Ross on Wye Community Development Trust exists to promote volunteering and community well-being in Ross on Wye and the surrounding parishes. We do that through our Good Neighbours Scheme and Helpline, and by running specific projects which align with our aims.

We work closely with many other 3rd sector organisations and local churches, as well as with local GP surgeries and Social Prescribers.

The Trust largely operates through the support of a network of volunteers, directed by a Board of Trustees and Steering Groups. We have one part-time Finance Officer who maintains financial records.

We are looking to recruit a Project Officer. The role is to develop and facilitate the delivery of our community-based activities and to liaise with the local community in order to improve and

extend the reach of the Ross Good Neighbours scheme and other Ross CDT projects, such as Warm Ross.

We are grateful for grant funding from The National Lottery Community Fund and the Foyle Foundation, which has enabled us to make this appointment.

Summary of Responsibilities and Duties

Coordination

- Maintain the volunteer database to ensure it is up-to-date and accurate
- Coordinate our Ross Good Neighbours scheme and other projects, such as Warm Ross
- Organise monthly meetings of the RGN steering group
- Support the organisation of events, including budgeting and risk assessment
- Publicise the availability of our services through the RGN network and new project activities
- Ensure that volunteers have appropriate and up-to-date training and checks, and record relevant Health & Safety, Safeguarding, financial/contractual, evaluation and insurance documentation for activities.

Communication

- Report to the Board of Trustees monthly, either in person or by written report
- Support the volunteer workforce with regular communications and events, advertising volunteering opportunities as they arise
- Working with volunteers, promote Ross CDT through social media channels
- Engage with Social Prescribers, and other elements of the local wellbeing network, to identify and develop new support services
- Liaise with members of the public, local care providers and other agencies to identify specific community wellbeing needs and promote Ross CDT services
- Develop the community personal relationships necessary to enable the Trust to build upon RGN in developing an effective support capability in Ross-on-Wye and some surrounding parishes for Social Prescribing and Community Wellbeing
- Liaise with other groups by attending networking meetings within the town and the County.

This list is not exclusive or exhaustive, there may be other duties and requirements associated with the post and in addition, as a term of your employment, you can be required to undertake other duties and/or hours of work as reasonably directed by the Trustees.

PERSON SPECIFICATION

Experience and Knowledge

- Experience of working both as part of a team and on your own
- Experience in organising and managing the delivery of community-based activities
- An understanding of project financial management including maintaining records of expenditure
- Experience in developing and reviewing risk assessments in respect of community activities
- Some experience working with 3rd sector organisations, preferably those engaged in delivering aspects related to Community Well Being
- The ability to use information and communication technology effectively, including Microsoft Office applications

Characteristics and Skills

- Excellent written and spoken interpersonal skills
- An organised and systematic approach to work
- The ability to work safely from home whilst maintaining the confidentiality of the Charity's clients, volunteers and finances
- The ability to travel within the County by car, bicycle or public transport.

Values and alignment

- a commitment to Ross-on-Wye Community Development Trust's aims and mission
- the ability to work with volunteers and clients from diverse educational, cultural and work backgrounds
- an understanding of and commitment to equal opportunities policies and practices.

TERMS & CONDITIONS OF EMPLOYMENT

External and Internal Contacts

Volunteers, customers, contractors, suppliers, funders, members of staff and partner organisations, using face-to-face, telephone, written and electronic communication.

Policies

Adherence to the Charity's Privacy, Safeguarding, Health & Safety, Grievance and other policies is to be considered part of this job description.

Equipment

A laptop and mobile phone will be provided. An allowance towards the cost of home broadband and other office costs will be available. Travel expenses will be paid at the rate of 45p/mile for car travel and 10p/mile for bicycle.

Place of work

This is a home-based appointment. Travel within Ross and to Hereford is a requirement, and occasional travel elsewhere in the county.

Holiday entitlement

5 x 22.5 hour weeks per annum, plus statutory holidays @ 3.75 hours/day.

Sick pay

Statutory sick pay will be paid.

Pension arrangements

Ross CDT will make pension contributions at the statutory minimum rate.

Notice period

One month.

Union membership

The employee is entitled to join a trades union and the employer will recognise this membership in negotiations.

Disputes and grievances

Disputes and grievances will be resolved under the terms of the Ross CDT Grievance Procedures.