



Sova Gloucestershire Independent Visitor Service

Project Coordinator

Job Pack

Sova is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment. Enhanced DBS checks will need to be completed and any individual banned from working with children/and or vulnerable adults should not apply.

When completing the application form please ensure that you provide evidence of all the criteria in the person specification.

Sova is a Disability Confident employer and actively welcomes applications from disabled candidates. We operate a guaranteed interview scheme for all disabled applicants whom the shortlisting team determine meet the minimum criteria for the post (see essential criteria on the person specification). Please ensure that you highlight that you are disabled on the diversity form to ensure that you are automatically considered for a guaranteed interview, if you meet the minimum criteria.

Job Title: Project Coordinator

Job Ref: PC1237 – Please ensure you quote this reference on your application form

Base: Gloucestershire (Cheltenham, Gloucester, Stroud)

Salary: £20,502 - £22,253 per annum pro rata

Starting Salary: £20,502 pro rata

Hours: 16 Hours per week, Part-time

Project Funding Start Date: 1st August 2017

Project Funding End Date: 31st July 2022

Closing Date: 12.00pm, Wednesday 23rd August 2017

Interviews date: 31st August 2017 or 1st September 2017

Skills required for this post include administration, data inputting and collation and volunteer recruitment and selection.

The Project Coordinator role is critical in ensuring that we provide the right structure, training and support for our volunteers to carry out this important work. The role requires excellent understanding, knowledge and expertise of recruiting and training volunteers to a very high standard and supervising their activities on an ongoing basis.

Please do not send CV's as they are not an acceptable alternative to any part of the application form and will not be considered. Completed application forms or any queries should be returned electronically to: recruitmentsouth@sova.org.uk



Sova Gloucestershire Independent Visitor Service

Volunteer Coordinator

Job Description

ORGANISATIONAL BACKGROUND

Sova is a charity that works in the heart of communities in England and Wales helping thousands of people to steer clear of crime. When people find themselves in difficult situations, we make sure they have someone on their side to help them find the confidence to make choices to improve the quality of their lives. Whether it is about finding a job or finding friends, understanding how to manage money or discovering new prospects, we help people change their lives for the better.

Sova's vision is for a society where people have the stability and confidence to steer clear of crime and make better choices, building stability both at work and at home.

Sova works with a range of partners and receives funding from a number of sources to offer the personal support and practical advice that enables people to make better choices and improve the quality of their lives.

Sova is a wholly owned subsidiary of CGL, benefitting from being part of the wider CGL group and sharing its values and vision to enable those in need to help themselves to lead independent and crime free lives. For information about CRI and their work, please see their website:

www.changegrowlive.org.uk

CONTEXT

In a single year our volunteers typically give up the equivalent of 45,000 hours to support, befriend and mentor people who need them; to let them know there's someone on their side, to offer practical help, advice and guidance, as well motivation and understanding. Someone who can question, challenge and encourage without judgment.

Our volunteers improve the quality of services and programmes we provide and can give the time and attention to the people who need it most. We recruit people from all walks of life, people who have a desire to make a real difference, above all else. We work to create an environment that embraces diversity and reflects the people and communities we support. By recruiting volunteers from all corners of our communities, we believe we find the most talented people who are best placed to understand and provide much needed support.

Volunteers are at the heart of everything we do at Sova, and without them we simply couldn't operate. The post of the Project Coordinator role is to take responsibility for specific aspects of the Sova Gloucestershire Independent Visitors Service.

The service recruits, trains and supervises volunteers to act as Independent Visitors for children and young people in the care of Local Authorities.

Our volunteer Independent Visitors offer long-term support and encouragement for looked after children and young people. They are there for the young person as someone just for them, who visits regularly, engages in activities and ensures, wherever possible, that their views are heard and fed back.

The post of the Project Coordinator requires direct knowledge and experience of looked after children and young people, understanding of volunteering, knowledge of relevant legislation, supervising volunteers throughout their position. It is a specialised practical role.

The Project Coordinator role is critical in ensuring that we provide the right structure, training, and support for our volunteers to carry out this important work. The role requires excellent understanding, knowledge and expertise of recruiting and training volunteers to a very high standard and supervising their activities on an ongoing basis.

PRINCIPAL TASKS

- To lead on the recruitment, interviewing and training of volunteers, ensuring all aspects of safer recruitment are adhered to
- To manage a pool of volunteers, ensuring they feel supported and encouraged to actively engage in their volunteering activity
- To match volunteers with looked after children and young people who are referred to the service
- To take responsibility for administrative tasks, including data inputting and collation; maintaining records; gathering information, general administration and to be self-administrating
- Input assessments, reviews, referrals and target achievement on the specialist database.
- To carry out regular supervision with volunteers
- To work directly with service users participating on the project, and support them in their personal aims and objectives
- To process returns including monitoring returns, petty cash, expenses and other returns
- To ensure that Health and Safety and Safeguarding policies and procedures are adhered to throughout the project activities.
- To maintain positive relationships with partners, including attending meetings, preparing reports, etc.
- To contribute in meeting project targets, funder KPIs and objectives.
- To take an active part in project evaluation, audits and where necessary, end of project evaluation ensuring lessons learnt are disseminated.
- To take part in regular supervision with line manager.
- To participate in the general development of Sova through meetings, training, and attendance of other events.
- To carry out any other duties within the scope of the post.
- To be able to travel to various locations as required and work remotely at times.

Core Competences

All Sova members of staff are required to demonstrate a number of core competences as shown below:

- Manage self
- Support and promote Sova policy
- Be self administrating
- Communicate effectively
- Use Microsoft Office programmes including Word and Excel to an appropriate standard

Attitudes and Behaviours

All Sova members of staff are required to act at all times in accordance with Sova expectations of attitudes and behaviours. These attitudes and behaviours include, but are not limited to:

- Representing Sova in a professional manner on all occasions
- Striving to improve and share good practice, and work towards continuous improvement
- Maintaining and promoting effective communication and shared good practice across the organisation as a whole and externally
- Promoting mutual trust and respect as a guiding principle for all working relationships both internal and external
- Adopting a co-operative approach to service delivery which draws on the strength, knowledge and expertise of all individuals including service users, staff and volunteers
- To be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults

Role Profile – Project Coordinator - Key Competences

Listed below are the key competences, the qualifications, the knowledge and/or experience required for this post. Evidence of meeting the criteria in this person specification must be shown when completing the application form for the post and will be further tested at interview through questioning and testing.

The post holder will be able to:

Competences	E/D	Assessment criteria
	Essential Desirable	A – App Form I – Interview T – Test D - Documents
Experience of working with Looked After children and young people		
Accepting referrals, interviewing service users, preparing service user action plans, providing advice and guidance.	E	A,I
Understanding of the circumstances and barriers existing for looked after children and young people	E	A,I
Planning and facilitating young person focused participation forums	D	A,I
Common management Competences		
Ability to work unsupervised and keep calm under pressure	E	A,I
Develop productive working relationships with colleagues and stakeholders	E	I
Manage risk of harm	E	A,I
Working with volunteers		
Recruiting, interviewing, training, matching and supervising volunteers	E	A,I
Administration		
Use of Microsoft Office software, inc Word, Excel and Outlook	E	A,I
Use IT to exchange information	E	A,I
Use database software	E	A,I
Store, retrieve and archive information	E	A,I
Design and produce documents	D	D
Manage Self		
Maintain and develop your own knowledge, skills and competence	D	D
Support and promote Sova Policy		
Promote equality and value diversity	E	A,I
An understanding of safeguarding focusing on children and vulnerable adults procedures.	E	A,I
Service Delivery		
Deliver against set targets and objectives and contractual requirements. (Please refer back to Principal Tasks for these)	E	A,I
Operational Management		
Promote, implement and support effective participation strategies	E	A,I
Implement and manage systems for the exchange of sensitive information and data.	E	A,I
Health & Safety		
Ensure health and safety requirements are met in your area of responsibility	E	A,I
Qualifications		



Hold or be willing to work towards a training qualification – PTTLs/equivalent	D	D
SPECIAL CONDITIONS RELATING TO THIS POST		
Ability to travel as required, including where public transport is not available - Please indicate on application form	E	A
DBS check required	E	D

This description accurately reflects the present position. It may be reviewed and amended following a proper period of consultation.

Summary of conditions

JOB TITLE:	Project Coordinator
BASE:	TBC, Cheltenham, Gloucester, Stroud
STARTING SALARY:	£20,502 pro rata
SALARY TOP of BAND:	£22,253 pro rata
WORKING WEEK:	Part time 16 Hours
HOURS OF WORK:	Normal working hours are Monday – Friday, between 9am and 5pm; however the post holder may be required to work outside of the normal hours (evening and weekends). Overtime is not payable as Sova operates a time off in lieu system for any hours worked in addition to those stated. This post is subject to a 6-month probationary period.
PROBATIONARY PERIOD:	1 week’s notice is required on either side during probationary period. Once confirmed in post, notice is 4 weeks either side.
CONTRACT:	This post is dependent on current funding. Whilst all efforts will be made to secure continuing funding Sova can only guarantee the post until the set date.
HOLIDAY ENTITLEMENT:	26 days, pro rata, plus all Public Holidays
LEAVE YEAR:	April - March
PENSION:	Those meeting eligibility criteria will be auto enrolled with Standard Life
TRAVEL AND SUBSISTENCE:	All costs other than home to office are reimbursed according to regulations and within budget
CRIMINAL RECORD CHECK:	Yes
ACCESS:	Sova’s policy is to facilitate access for people with disabilities
SMOKING:	Smoking is not permitted in Sova buildings
ANY OTHER INFORMATION	Parking facilities vary according to location

Signed
Job HolderDate.....

Signed
Line ManagerDate