



For Business and Social Action

JOB DESCRIPTION AND PERSON SPECIFICATION

ROLE	Project Officer
NAME OF PROJECT	Families Together
TYPE OF POSITION	Fixed term contract to 30 th June 2018
SALARY	£21,500 per annum
RESPONSIBLE TO	Project Coordinator

Who We Are

The Centre for Business and Social Action Limited (CBSA) is a not for profit organisation which works to support and strengthen communities. It does this by:

- Helping small businesses to start up, grow and create prosperity
- Assisting people to remove obstacles to work
- Working with families to overcome disadvantages
- Partnering with responsible businesses to deliver added benefit to their local areas

Project Profile

Families Together aims to provide families experiencing hardship due to in –work poverty or being trapped in a low pay/no pay cycle with the resilience, skills and resources necessary for them to become more self-sufficient in overcoming the disadvantages they face.

This will be achieved through a package of interventions aimed at addressing the specific consequences of low pay; low disposable income, poor diet, ill health and debt, all of which put strains on family relations as well as their circumstances. Support will be clustered around three pillars of activity; resilience and wellbeing, self-sufficiency and skill development. The project aims to work with 90 family units over a three year period.

The Project team

The project team consists of two project officers, part time administrative support and sessional trainers.

Location

The work will be office based at Stebonheath Centre, Llanelli, however, the job will require extensive community based outreach work within Carmarthenshire.

Purpose of the Role

The Project Officers will have responsibility for managing the day to day delivery of the project, including recruiting families, identifying their developmental needs, arranging and delivering appropriate training provision and addressing additional support needs. It is anticipated that the successful applicant will have experience of working with economically inactive or low income families who are facing hardship and have a clear understanding of the various barriers to engagement faced by the different client groups.

Job Description

The main duties and responsibilities of the post will be to:

Main Duties

- To recruit eligible families to the project ensuring that it is suited to meeting their needs and aspirations
- To produce family development plans setting out a programme of activities and to review these in consultation with the family to ensure their needs are met
- To support the families progression through the programme
- To organise training provision for family members, including securing venues and trainers, and undertaking course administration duties.
- To deliver non-accredited training to family members
- To meet the additional support needs of participants/families to allow them to complete the programme successfully
- To recruit and manage a team of volunteers with the skills to support participants in a variety of upcycling activities
- To develop and maintain effective working relationships with external agencies.

Administration

- Provide monthly, quarterly, six monthly and annual operation reports for internal use and for submission to relevant stakeholders
- Ensure the finding requirements are met and that the impact of the work is monitored and recorded
- Ensure that the monitoring and evaluation process is adhered to and regularly reported on as agreed
- Ensure that all information is recorded accurately and maintained on the projects management information system. Ensure that all participants' files and project records are regularly updated.

General Provisions

- To work within CBSA's company values, ethos and vision
- To undergo regular supervision and annual appraisals
- Share best practice and achievements and contribute to opportunities to present outcomes and case studies
- Contribute to the learning of others across the organisation by sharing knowledge and skills both informally and formally by participating in CBSA's training and development plan
- Work in accordance with all policies and procedures of CBSA
- Work in accordance with relevant legislation
- Identify learning and development needs with the line manager and evaluate training and development to demonstrate needs have been met
- Undertake other such duties and responsibilities commensurate with the post or as a mutually agreed development opportunity.

Additional Notes

- Protecting children, young people and vulnerable adults is a core responsibility of all staff. Staff are expected to alert their line manager to any concerns regarding inappropriate treatment of a child, young person or vulnerable adult
- All posts are subject to satisfactory references and a six month probation period
- All posts that involve working with children or vulnerable adults are subject to a DBS check
- A driving licence and access to a vehicle for the purpose of work is an essential requirement of this post
- The job description is as currently applies and will be reviewed regularly.

Applications should be sent to:

Bryony Wiffen (Families Together Project Coordinator).

By Post: CBSA Ltd. The Stebonheath Centre, Stebonheath Terrace, Llanelli Carmarthenshire. SA15 1NE

Email: bwiffen@cbsa.org.uk

Application deadline: 17:00pm. Wednesday 20th December 2017

Proposed Interview Date: Tuesday 9th January 2018

NB: If you are selected for interview you will be notified Friday 22nd December 2017. For an informal discussion please contact Bryony Wiffen on 01554 779910 or via email: bwiffen@cbsa.org.uk

Person Specification

The following requirements will be assessed from a combination of information provided from an application form, the interview process and references.

E= Essential, D= Desirable requirement

ATTRIBUTES	REQUIREMENTS	METHOD OF EVALUATION
Qualifications, Education and Training	Relevant level 3 qualifications, GCSE or equivalent in Maths and English (E) Relevant Level 4 qualification (D) Evidence of continuous professional development (E) Preparing to Teach in the Lifelong Learning Sector (PTTLS), or equivalent, at Level 3 (D)	Production of original qualification certificates/ application form.
Experience and Job Knowledge	Experience of supporting families facing hardship (E) Practical experience of managing relationships with agencies and partners (E) Proficient in Microsoft office professional and web literate (E) Experience of delivering non-accredited training (D) Knowledge of welfare benefit regulations and legislation (D) Experience of recruiting and managing volunteers (E) Experience of delivering horticultural projects (D)	Interview, application form, reference and selection process.
Skills and personal qualities	Good verbal and written communication skills (E) Ability to prioritise work and meet strict deadlines (E) Good organisational skills (E) Ability to work constructively as part of a team (E) Ability to use own initiative and organise own workload in consultation with Line Manager (E) Flexible and adaptable (E) Good problem solving skills (E)	Interview, application form, references and selection process.