

JOB DESCRIPTION – BBO Breakthrough Project Officer

REPORTS TO:	Breakthrough Project Coordinator (BBO)
RESPONSIBLE FOR:	Volunteers
LOCATION:	Coventry, with occasional work across the West Midlands region
TERMS & CONDITIONS:	Standard Terms and Conditions. This post will require some evening and weekend working.

JOB SUMMARY

- BREAKTHROUGH is an ESF funded project, helping people across Coventry and Warwickshire tackle the financial barriers they face to gaining and sustaining employment, access education and training, and take a full and active role in their local community.
- This post will contribute to Groundwork delivery against agreed consortia delivery and development plans.
- To deliver financial capability and employability support to hard to reach beneficiaries.
- To deliver the outreach aspects of BREAKTHROUGH delivery, in a variety of settings, ensuring the project meets the needs of the hardest to reach beneficiaries
- To manage volunteers in compliance with Groundwork West Midlands' policies and procedures to ensure quality delivery of projects and professional development of staff. This will include working in ways which demonstrate best practice.

KEY TASKS

Programme / Project Delivery

- To support delivery of group and 1:1 outreach/drop-in sessions within community centres, job centres, housing offices and other suitable venues.
- Support the Project Coordinator with community engagement within the BREAKTHROUGH programme, including supporting recruitment of participants and raising awareness of the programme among communities and other organisations
- Identify advice needs, assess and resolve priority/urgent issues e.g. threatened homelessness, unattended health issues.
- Assess the financial wellbeing status of beneficiaries and provide support to tackle problem debt. Identify future aspirations via use of positive steps to change assessment.
- Work with beneficiaries to set personal goals, actions and milestones. Identify support requirements and identify delivery partners required

- To undertake administration relating to the operation of programme activity and to adhere to current systems of monitoring
- Deliver financial capability training. Structured group and one to one sessions with regular reviews built in – home and community based. Financial literacy work will include better off calculations.
- Provide specific support for job search and accessing training & further education. This will include employability training – CV writing, interview skills, IT skills and careers guidance and including access to financial support e.g. for a bus pass, clothing, alongside employer links and volunteering opportunities.
- To refer participants of the BREAKTHROUGH Programme to any other organisation across with wider Building Better Opportunities network as and when required and based on individual need.
- To work within strict budgets and financial deadlines in accordance with external funding and Groundwork West Midlands' policies, procedures and practices
- To work effectively alongside delivery partners including CAB Coventry, agreeing an overarching strategic delivery plan with key assigned responsibilities.
- To assist with claims and reports for funders, ensuring levels of delivery, record keeping and monitoring meet funders' and Finance department requirements.
- Make links to other Groundwork programmes and projects and liaising with other Groundwork staff to ensure the project is delivered effectively across the team and, where appropriate, in partnership with other teams. This may include delivering on behalf of other teams as well as project managing delivery using staff from other teams.
- To assist the Team Leaders (Places & People), Community, Health & Wellbeing Manager and Director with the preparation of internal plans and reports.

Communication and Marketing

- To represent Groundwork West Midlands at appropriate meetings with a range of partners and stakeholders. This may include occasional evening and weekend working.
- To promote the work of the Trust and the programmes in the local media, with partners and funders and at appropriate meetings as necessary.
- To contribute to the wider forward planning and community regeneration work of the Trust.
- To undertake additional marketing and communication activity in line with the BREAKTHROUGH project and the requirements of the Programme Manager.

This post is funded through the National Lottery Community Fund and the European Union through the European Social Fund

Charity No. 1128858.

Additional responsibilities

- Undertake training and development deemed necessary for the pursuance of the post
- Comply with the Equal Opportunities Policy and Procedure in all employment practices
- Comply with the no smoking policy
- Meet the travel requirements within the region.
- Ensure adherence to environmental procedures.
- Ensure that Health and Safety is observed in the course of employment.
- Undertake other related responsibilities commensurate with the evolving objectives of the post and the evolution of the Trust, as may reasonably be requested.
- Work with due regard for Groundwork West Midlands core values and objectives.

This post is exempt from the provisions of the Rehabilitation of Offenders Act. An Enhanced DBS check will be carried out for this post.

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PERSON SPECIFICATION

Factor	Criteria	Essential/ Desirable	Shortlist Criteria (Yes/No)
Qualifications	Formal qualifications in Maths and English	Essential	Yes
	Full Driving Licence (or commitment to work towards this)	Essential	Yes
	Relevant training/teaching qualification e.g. PTTs, PGCE, A1/A2 Assessor Awards	Desirable	No
Experience	Experience in the development of training materials and of specifically delivering/developing Financial Capability Training	Desirable	No
	Experience of working in deprived urban communities	Essential	Yes
	Experience of multi-agency working	Desirable	No
	Previous experience of managing volunteers and volunteer led programmes	Desirable	No
Knowledge	An understanding of money management and debt related issues facing vulnerable people.	Essential	Yes
	A broad understanding of the economic and social needs of residents living in disadvantaged neighbourhoods	Essential	Yes
	Knowledge of health and safety in the workplace	Desirable	No
Personal Skills and Abilities	Ability to relate to and motivate people	Essential	No
	Ability to maintain a professional attitude and boundaries in working with communities	Essential	No
	Able to provide a positive role model for communities	Essential	No
	Excellent organisational and administrative skills.	Essential	Yes
	Excellent communication and listening skills	Essential	No
	Proficient in the use of Microsoft Office (Word, Excel)	Essential	No
	Ability to analyse problems and devise solutions	Essential	No
	Able to implement a robust health and safety & risk assessment system	Essential	No
	Able to work as part of a team involving staff employed by multiple organisations and with minimum supervision	Essential	No
Able to plan and implement projects	Essential	No	
Miscellaneous	Prepared and able to travel to fulfil the requirements of the role (this may on occasion involve traveling to locations that are not regularly serviced by public transport)	Essential	No
	A commitment to & awareness of Health & Safety issues in the work place	Essential	No
	A commitment to promoting equal opportunities and diversity in all work practices	Essential	No
	A flexible approach and ability to work out of office hours including evenings and weekends as appropriate	Essential	No

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