



## **JOB DESCRIPTION**

**JOB TITLE:** Project Officer - Breakthrough

**REPORTS TO:** Breakthrough Coordinator

**LOCATION:** Coventry

### **JOB SUMMARY**

Breakthrough is an ESF and National Lottery funded project, helping people across Coventry tackle the financial barriers they face to gaining and sustaining employment, access education and training, and taking a full and active role in their local community.

Groundwork West Midlands is looking to hire an individual with a passion for helping others and a keen interest to be involved in a variety of community projects.

The role of the Project Officer will be to deliver financial capability and employability support to the most vulnerable community members in a variety of settings across the city. The role will support the financial and general well-being of participants and work with other organisations across the city to help participants move towards employment. Full training will be given.

### **KEY TASKS**

#### **Project Delivery**

1. To deliver group and 1:1 outreach/drop-in sessions within suitable community venues across the City or via remote options during current Covid -19 restrictions.
2. Promote the Breakthrough project within community and partner organisations to aid the recruitment of participants.
3. Identify advice needs, assess and resolve priority/urgent issues e.g. threatened homelessness, unattended health issues.
4. Assess the financial wellbeing status of beneficiaries and provide support to tackle problem debt.
5. Work with beneficiaries to set personal goals, actions and milestones. Identify support requirements and identify delivery partners required

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Charity No. 1128858.



6. To undertake administration relating to the operation of programme activity and to work to current systems of monitoring
7. Deliver financial capability training to participants to give them the skills to manage their finances in a more efficient and capable manner so they do not get into financial difficulty in the future.
8. 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.
9. To work within budgets and financial deadlines in accordance with external funding and Groundwork West Midlands' policies, procedures and practices
10. To work effectively alongside delivery partners including CAB Coventry, agreeing an overarching strategic delivery plan with key assigned responsibilities.
11. To assist with claims and reports for funders, ensuring levels of delivery, record keeping and monitoring meet funders' and Finance department requirements.
12. 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.
13. To assist the Breakthrough Coordinator and Health Lifestyles Manager with the preparation of internal plans and reports.

### **Communication and Marketing**

1. Manage communication skills to tailor the approach to different audiences as required, taking account of different perspectives, personalities, behaviours and cultures.
2. To represent Groundwork West Midlands at relevant meetings with a range of partners. This may include occasional evening and weekend working.
3. To promote the work of Breakthrough and Groundwork West Midlands through social media and local media sources.



## **Personal Development and Training**

1. To undertake training and development as agreed with the Project Coordinator.
2. To attend regular team meetings/supervisions.
3. To be a positive force in the staff team taking personal responsibility for ensuring good morale and work relations are maintained.

## **Additional Responsibilities**

1. To play an active role as appropriate more widely across Groundwork West Midlands to develop Groundwork's project programme; and influence the Trust's work overall.
2. Promote Groundwork activities at a local and regional level; providing an efficient and courteous service.
3. Ensure compliance with Trust policies, insurance and statutory requirements, particularly health and safety, safeguarding (including Prevent) the Children's Act and equal opportunities.
4. To undertake any task that may be requested from time to time by the Management Team as may be consistent with the nature and scope of the post.
5. Liaise with other Groundwork Trusts, and Groundwork UK as necessary.

# Person Specification

Note to Applicant: When completing your application form, you should demonstrate the extent to which you have the necessary education, experience, knowledge and skills identified as a requirement for the post. (Note: Where items appear which have not been deemed essential, you should assume they have been considered desirable).

Factor	Criteria	Ranking	Shortlist Criteria (Yes or No)	Selection method used to evidence criteria
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualification to L2 or equivalent in Maths and English</li> </ul> AND <ul style="list-style-type: none"> <li>• Relevant training/teaching qualification e.g. PTLLs, PGCE, A1/A2 Assessor Awards</li> </ul> OR  <b>Suitable experience will be considered.</b>	Essential	<b>Yes</b>	Application form/ Interview
<b>Experience &amp; Knowledge</b>	Experienced of working face to face and remotely with participants from deprived communities.	Essential	<b>Yes</b>	Application form/ Interview
	An understanding of money management and debt related issues facing vulnerable people.	Essential	<b>Yes</b>	Application form/ Interview/
	Experience of delivering financial support and financial capability training to vulnerable members of communities.	Desirable	No	Application form/ Interview
	Experience of partnership working and an understanding of the wider services available to community members across the city.	Desirable	No	Application form/ Interview
	Experience of completing project paperwork to a high standard and following project monitoring systems.	Desirable	No	Application form/ Interview

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<b>Personal Skills and Ability</b>	Ability to relate to and motivate people, whilst being a positive role model.	Essential	<b>Yes</b>	Application form/ Interview
	Ability to maintain a professional attitude and boundaries in working with communities	Essential	<b>Yes</b>	Application form/ Interview
	Excellent communication and listening skills	Essential	<b>Yes</b>	Application form/ Interview
	Excellent organisational and administrative skills.	Essential	No	Application form/ Interview
	Knowledge of Microsoft Word and remote working systems such as Zoom and Microsoft Teams.	Essential	<b>Yes</b>	Application form/ Interview
<b>Miscellaneous</b>	A flexible approach and ability to work out of office hours including occasional evenings and weekends	Essential	No	Interview process
	Ability to adhere to the organisation's health, safety and welfare policies and procedures.	Essential	No	Interview process
	A commitment to promoting equal opportunities and diversity in all work practices, employment and partnering opportunities	Essential	No	Interview process
	Own vehicle with business insurance and willingness to travel in own vehicle as required. Also required to carry equipment in vehicle.	Essential	<b>Yes</b>	Interview process

**An Enhanced DBS Check will be required prior to commencement in post.**