

JOB DESCRIPTION



JOB TITLE:	Community Project Officer
SALARY GRADE:	Starting at £19,090 (Band A £19,090 – £22,351 per annum)
REPORTS TO:	Community Project Coordinator
RESPONSIBLE FOR:	Community Project Assistants, Volunteers
LOCATION:	Tipton base – with travel across Sandwell / West Midlands*
WORKING PATTERN:	37 hours per week, including regular evening and weekend working*

**Due to Covid-19, this role is based on a hybrid working arrangement with a combination of office based time, working from home and delivering out in communities.*

JOB SUMMARY

The purpose of this role will be to develop and deliver Groundwork West Midlands' Go Play project in Sandwell. The project entails the delivery of open access after-school (usually 3:00pm-5:30pm) and holiday sessions (usually 11:00am-4:00pm) across Smethwick, Tipton and Wednesbury, targeting 6-12 year olds (and up to 16 year olds with additional needs). Sessions regularly take place outdoors, predominantly in parks and open spaces, as well as indoors in community venues.

This role will involve regularly working evenings and occasional weekend work.

KEY TASKS

- To deliver high quality, safe and creative after-school and holiday play sessions.
- To deliver activities to children aged 6-12 year olds (up to 16 year olds with additional needs) in parks, community venues and across the Zoom video platform.
- To plan and develop new play, environmental, arts and crafts sessions and activities for physical and virtual sessions.
- To ensure all sessions offer children a variety of child-led play opportunities including: sports, games, creative and imaginative play activities, arts and crafts.
- To ensure all paperwork, (including project monitoring, evaluation, participant data, risk assessment forms, safeguarding and incident/accident report forms) are kept up to date and inputted accurately in a timely manner and to the required standards.
- To take a lead on developing and delivering sessions in a designated area; working with stakeholders to help meet local needs.

Theme: Community & Environment

- To work with the Project Coordinator / Managers to build constructive relationships with key service users and stakeholders; ensuring the smooth running of the project and in the interests of sustaining business relationships.
- To encourage formal and informal feedback from service users on the delivery, content and structure of activities and to respond accordingly, reporting to the Project Coordinator.
- To carry out evaluation of the project, measuring the impact of services, as and when required by Trust systems, clients and funding partners.
- To support projects within the wider Charity theme, as and when requested and be willing to learn new skills and demonstrate a flexible approach to taking on new tasks.
- To be alert to the safeguarding of young people, children and vulnerable adults; raising issues and concerns directly to the line manager and / or trust designated safeguarding officers.
- To ensure that all activities are undertaken in line with Groundwork West Midlands' health and safety policies and procedures, including undertaking risk assessments.

People Management and Development

- To participate in line management meetings and the performance appraisal process.
- To support Community Project Assistants, (Sessionals) and volunteers working within the Community & Environment team and ensure they have the appropriate training to the required standard through taking the responsibility of a mentorship role.

Communication and Marketing

- To represent Groundwork West Midlands at appropriate meetings with a range of partners and stakeholders. This may include evening and occasional weekend working.
- To develop and maintain close links with all sectors of the community, particularly local stakeholders and those suffering disadvantage.
- To promote projects in the local media, with partners and funders, as deemed necessary to meet project requirements.
- To have experience in the use of social media to update and promote the project as well as experience of online meeting platforms for engaging with young people / other audiences.

Additional Responsibilities

- To undertake training and development deemed necessary for the pursuance of the post.
- To demonstrate willingness and enthusiasm when participating in continuous professional development (CPD) opportunities and to show initiative in finding these opportunities to develop skills.
- To comply with The Equal Opportunities Policy and Procedure in all employment practices.
- To comply with The No Smoking Policy.
- To meet the travel requirements for the project / business purposes; using own vehicle and / or company vehicles.

Theme: Community & Environment

- To ensure adherence to environmental procedures.
- To comply by GDPR regulations throughout project tasks and delivery.
- To undertake other related responsibilities commensurate with the evolving objectives of the post and the evolution of the Trust, as may reasonably be requested by Managers / Directors.
- To work with due regard for Groundwork West Midlands core values and objectives.

Date: 31st March 2022

**This post is exempt from the provisions of the Rehabilitation of Offenders Act.
An Enhanced DBS check will be required prior to appointment.**

Person Specification

Note to Applicant: When submitting your CV, you should demonstrate the extent to which you have the necessary education, experience, knowledge and skills identified as a requirement for the post.

Factor	Criteria	Ranking (Essential or Desirable)	Shortlist Criteria (Yes or No)	Selection method used to evidence criteria (Application, Interview, Pre-employment stage)
Qualifications	Educated to Level 2 or equivalent in Maths and English i.e. GCSE A-C.	Essential	Yes	CV
	A qualification in Sports Leadership / City and Guilds Playwork Level 2 diploma or above or another qualification relevant to the post.	Desirable	No	CV / Interview Process
	Full manual driving Licence and access to own car.	Essential	Yes	CV / Interview Process
Experience & Knowledge	Experience working with Children and Young People, specifically 6-12 year olds (up to 16 year olds with additional needs).	Essential	Yes	CV / Interview Process
	An understanding of the needs and issues relating to children and young people living in disadvantaged neighbourhoods.	Essential	Yes	CV / Interview Process
	Experience in planning and leading child-led sessions and resources for delivery.	Essential	No	Activity / Interview Process
	Knowledge of the play work principles from Play England.	Desirable	No	Interview Process
	Experience in the delivery of informal education projects to diverse groups across various settings.	Desirable	No	CV / Interview Process
	Experience of the recruitment and engagement of participants from the wider community including young people.	Desirable	No	CV / Interview Process

Person Specification

	Experience of working in partnership with public, private and voluntary sectors, particularly related to community issues.	Desirable	No	CV / Interview Process
	Experience in marketing, social media and video making platforms for business purposes.	Desirable	No	CV / Interview Process

Personal Skills and Ability	Ability and interpersonal skills to mentor, support and plan the workload of Community Project Assistants and Volunteers.	Desirable	No	CV / Interview Process
	Ability to work productively with minimum supervision and as part of a team.	Essential	Yes	CV / Interview Process
	Ability to work to deadlines, dealing with competing demands and to prioritise own work programme.	Essential	Yes	CV / Interview Process
	Ability to relate to and motivate diverse groups of individuals.	Essential	No	Interview Process
	Ability to communicate effectively (both written and verbal) with a variety of people internal and external to the organisation.	Essential	Yes	CV / Interview Process
	Effective administrative and organisational skills along with an attention to detail.	Essential	Yes	CV / Interview Process
	Ability to maintain a professional attitude and boundaries in working with members of the community, including children and young people.	Essential	Yes	CV / Interview process / pre-employment check
	Computer literate with a practical experience of using MS Word, Excel and an ability to use In-house software packages.	Essential	Yes	CV / Interview Process
Miscellaneous	Ability to adhere to the organisation's health, safety and safeguarding policies and procedures.	Essential	No	Interview Process

Person Specification

	A flexible approach and ability to work out of office hours, including evenings and weekends.	Essential	Yes	CV / Interview Process
	Able to travel to fulfil the requirements of the role and where necessary transport equipment and resources. This may involve travelling to locations that are not regularly serviced by public transport and may require you driving manual company vehicles.	Essential	Yes	CV / Interview Process
	A commitment to promoting equal opportunities and diversity in all work practices, employment and partnering opportunities.	Essential	No	Interview Process

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