

## Job Description

Job Title: Project Co-Ordinator (Know Your Neighbourhood Project)

### Overall purpose of the job

Know Your Neighbourhood is a central government funded scheme to tackle loneliness and isolation through volunteering opportunities and social interaction. Operating across Fenland this post will be responsible for creating lasting volunteering opportunities and improving engagement with vulnerable and isolated groups across the district. This is a fixed term contract for 18 months from appointment

### Main accountabilities

	<b>Main accountabilities</b>
1.	Take a lead role in the creation of volunteering opportunities in Fenland that meet the needs of the service, provide fulfilling roles for the target groups and promote social connection by improving engagement with vulnerable and isolated groups.
2.	Develop and maintain strong links with local statutory and voluntary organisations to identify potential service users and target groups and recruit service volunteers. Attend local forums and groups to develop partnership working  Develop an understanding of the barriers to engagement with the library service and volunteering. Explore new ideas for engagement and overcoming barriers to participation
3.	Innovate new volunteer recruitment pathways including use of video promotion and CCC colleague recruitment, in partnership with the Volunteer Development Team and District Library Manager  Implement existing procedures to recruit and onboard volunteers. Undertake necessary safeguarding checks in line with County Council procedures. Carry out volunteer inductions
4.	Advocate for the Library service to potential users and potential volunteers; as well as to external partners and CCC staff, to raise awareness of the service's objectives and through that increase customer and volunteer take up.
5	Design and deliver social programming to increase social connectedness, in collaboration with library colleagues and other partners. Initiate co production and appreciative enquiry to explore needs within target groups
6	Take responsibility for statistics, feedback and material required for grant feedback reports to DCMS, as per requirements of the grant funder Plan project delivery milestones, within the requirements of the project funding, and identify and recommend budget expenditure

7	Demonstrate an awareness and understanding of equality, diversity and inclusion.
8	Postholder will be responsible for embedding themselves in and keeping up to date with national project strategy. Keeping line manager up to date and periodically update Library Leadership Team with progress
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**Safeguarding commitment**

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment

## Person Specification

### Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
5 GCSEs rated A-C or equivalent	Any inc. English	Essential
	A' level	Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
<b>Knowledge</b>		
Recruitment of staff or volunteers	Understanding or experience of recruitment processes and best practice	Essential
Understanding the benefits of community networking	Demonstrate understanding and experience of working in partnership with individuals and organisations in the community to deliver successful outcomes	Essential
Knowledge of project delivery	Understanding of how to delivery project outcomes and deliver to agreed timescales	Essential
Public Library service	Knowledge and understanding of a modern public library service	Desirable
<b>Skills</b>		
(Self-starter - results driven, motivated and enthusiastic Critical thinking	Proven track record in ability to use initiative, be innovative, think creatively and work both independently and collaboratively	Essential
Patient Helpful manner Good communication and listening skills	Ability to establish confidence and positive relationships with library users, client groups, volunteers and staff	Essential
Microsoft Office Skills	Knowledge and experience of using Microsoft office.	Essential
	Experience of writing reports and using data and feedback	Essential

Mentor and training skills	To support staff and volunteers Ability to understand and follow existing library policy and procedures	Desirable
Excellent time management and organisation skills	demonstrable evidence of excellent time management and adherence to project milestones	Essential
<b>Experience</b>		
Working with Volunteers	Understanding and support of volunteer roles	Desirable
Working with diverse types of people within the community	Working with a variety of people in a community setting, in groups and one to one	Essential
	co-production of activities.	Desirable
	Working with partners and idea sharing to plan community programming	Desirable
Project management	Experience of delivering outcomes within a time frame	Essential
Creative thinking and problem solving	Experience of trying new and varied approaches to achieve outcomes and applying creative solutions	Essential
Equality, Diversity and Inclusion (applies to all roles.	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	Essential
<b>Safeguarding</b>	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	

### Disclosure level

What disclosure level is required for this post?		Enhanced

### Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid X	Field	Remote	Mobile
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