

South Northants Volunteer Bureau

Job Description

Post:	Men Into Extra Time Project Worker
Hours:	15hrs per week days to be confirmed
Salary:	£ 12.50per hour
Holiday entitlement:	Pro-rata 25 working days plus public holidays
Responsible to:	Chief Executive
Location:	Volunteer Centre, Towcester

Job Purpose:

To implement the Men into Extra Time project, to support older, isolated men in Brackley and the surrounding villages. You will work in partnership with Brackley Town Football Club and engage with other older men's projects to identify possible projects and activities. Throughout the project you will work to raise awareness of the possible opportunities for the men to reduce their isolation, work towards creating the new group/activity of their choice

Specific Responsibilities:

- 1 The day to day running of the project including planning visits and activity sessions
- 2 A hands-on role facilitating group sessions and visits
- 3 Assisting participants in the building of supportive relationships
- 4 Liaising with the Volunteer Co-ordinator to promote volunteering opportunities to participants
- 5 Build relationships with appropriate local organisations
- 6 To contribute to the evaluation of the project against outcomes.
- 7 To co-operate with the external evaluation of the project.
- 8 To undertake any other relevant duties as deemed necessary by the Chief Executive.

Miscellaneous:

As a member of snvb staff it is expected that the postholder will play as full a part as possible (within the constraints of the post) within the staff team.

The postholder will be expected to attend meetings and training events relevant to the post

All snvb staff will comply with the company's policy in respect of diversity and equal opportunities and be aware of relevant health and safety requirements.

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Men into Extra Time Project Worker
Person Specification

We are keen to appoint the right person for the job and this means that we are as interested in your abilities and previous experience as formal qualifications.

In deciding who to appoint to this post we will be assessing candidates on the following skills and attributes:

Essential Skills and Attributes

Sensitivity when dealing with potentially vulnerable people

Flexible approach and good time management.

Experience of working with the voluntary and community sector.

Experience of resource management.

Ability to communicate effectively (both verbally and in writing) with people at all levels.

Ability to network.

Good IT skills using internet, email and Microsoft Office (Word, Excel, Access, PowerPoint).

Self-motivated.

Ability to work individually and as part of a team.

Understanding of and commitment to diversity and equal opportunities.

Clean driving licence.

Desirable skills and Attributes

Well organised.

Sense of humour.

An understanding of the issues facing lonely and isolated older people