COMMUNITY ACTION SOUTHWARK

JOB DESCRIPTION

TITLE
Involve – Employee Volunteering Project Officer

GRADE
NJC 5.23 equivalent of £24,254 pa (includes ILW)

CONTRACT:
One year fixed term contract (with possible extension)

RESPONSIBLE TO:
Corporate Partnerships Manager

PURPOSE OF JOB

- To manage the design and set-up of team challenges with groups of business volunteers in community settings
- To facilitate volunteer Team Challenge days for groups of business volunteers
- To produce reports and feedback on the Team Challenge days
- To support the work of the Involve team at Community Action Southwark

You will support the Involve Team in the organisation and facilitation of volunteer Team Challenges where groups of business people of mostly our larger corporate partners carry out practical one-day projects to support community partners.

MAIN TASKS AND RESPONSIBILITIES

1. To manage the design and set-up of Team Challenges with groups of business volunteers in community settings

1.1 Supporting the Involve team in organising and managing Team Challenges from inception to final reporting.
1.2 Sourcing appropriate challenges – This involves meeting with community organisations
1.3 Liaising with Business and community organisation representatives
1.4 Researching and identifying volunteering opportunities suitable for our business partners and working alongside the community and voluntary organisations to develop these opportunities. This includes office based research and site visits. The post-holder will also need to carry out project risk assessments – training on this will be provided
1.5 Operating within the budget constraints of the programme.
2. To facilitate volunteer Team Challenge days for groups of business volunteers

2.1 Attending and leading groups of volunteers at Team Challenges
2.2 Being the main point of contact for businesses and community groups on Challenge days
2.3 Coordinating delivery of tools and materials
2.4 Demonstrating practical tasks to volunteers

3. To produce reports and feedback on the Team Challenge Days

3.1 Undertaking monitoring and evaluation of employee volunteering days, including report writing for businesses.
3.2 Maintaining relevant administrative systems and processes, ensuring that ICT is used to its full capacity within the programme, including the use of new media, Internet and e-mail and using technology to reduce paper based working.

4. To support the work of the Involve team at Community Action Southwark

4.1 Working towards specific agreed targets in improving the performance and growth of the Employer Supported Volunteering programme.
4.2 Willingness to support new projects and work outside of main responsibilities related to the practical Team Challenges
4.3 To positively contribute to the overall work of Community Action Southwark by establishing & sustaining effective teamwork & relationships with all stakeholders.
4.4 Keep up to date with developments affecting your work, and maintain and improve personal competence through continuous professional development.
4.5 To work within all of Community Action Southwark’s policies and in particular the Health and Safety, Equal Opportunities and Confidentiality policies, and help to ensure that diversity and equality of opportunity is integral to the organisation’s work.
4.6 Work to administration and communication protocols efficiently to ensure that organisational systems and procedures are implemented.
4.7 To undertake other tasks from time to time and as appropriate, that may be required by management in line with the goals of the organisation
4.8 To support CAS’s mission, vision, values and strategic objectives

See next page for Person Specification
## PERSON SPECIFICATION

### Required Knowledge, Skills and Experience

**Methods of testing**

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### Desirable Knowledge, Skills and Experience

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### Personal qualities

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Methods of testing:

- **Appl**: Application
- **Int**: Interview

1. Understanding of and commitment to, volunteering and its potential value in society.
2. Enjoy working both in office and outdoor environments with an ability and energy to lead, inspire and manage groups of volunteers on practical projects (Team Challenges) that require hands-on involvement and can be physically demanding.
3. Experience or understanding of how to develop and run practical projects such as those that may include DIY, environmental, design, carpentry or arts projects.
4. Good project management, time management and event organisation skills with the ability to manage a number of similar projects at the same time.
5. Excellent communication skills including sound administration skills, computer literate (knowledge of Word Processing, database, spreadsheets and how to use internet and email systems).
6. Flexible attitude towards working hours and ability to work some unsociable hours (some days may require an early start and may not finish until early evening).

7. Experience or knowledge of working on employer supported volunteering projects
8. Practical knowledge of the Borough of Southwark
9. Ability to carry out risk assessments and Health & Safety checks
10. Qualified First Aider
11. Experience of working with Salesforce
12. Strong team player with the ability to work independently
13. Ability to prioritise and manage own workload/caseload
14. Confident and enthusiastic speaker/facilitator
15. Proactive approach to managing tasks and responsibilities
16. A full commitment to equality of opportunity
ADDITIONAL INFORMATION

**Office Base:** The post is currently based at the Community Action Southwark Offices, 1 Addington Square, Camberwell, London SE5 0HF

**Hours of work:** 35 per week

**Hours of Business**

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<th>Monday to Friday</th>
<th>Office Hours</th>
<th>Flexi-Time</th>
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<td>9.00am to 5.00pm</td>
<td>8.00am to 6.30pm</td>
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A flexi-time scheme is in operation within Community Action Southwark. The successful applicant must be willing to work within the flexi-time hours. The person appointed may be required to work outside these hours.

**Annual Leave:** 30 days Annual Leave. The leave runs from 1st April to 31 March.

**Pension Scheme:** In addition to the salary, there is a company pension scheme to which employees currently contribute 3% of their salaries

**Probationary Period:** The appointment will commence with a probation period of six months which may be terminated at a month’s notice by either side during the period.

**Other:** Successful applicants will need to prove their entitlement to work in the UK and may be subject to CRB/ISA checks.

**Application deadline:** Monday the 25th of January – Interviews will be held on Monday the 9th of February