**Job Description**

**Job Title – Project Support Worker (West Lancs Community Champion Scheme)**

**Reports to – West Lancs CVS Operations Manager**

**Salary Scale – NJC Scale 4 Point 11 - £21,748 (pro-rata)**

**Hours – Part-time (19.5 hours per week)**

**Contract – 12-month fixed term (could be extended subject to additional funding)**

**Background to West Lancs CVS (WLCVS)**

WLCVS is a registered charity and the local infrastructure organisation (LIO) for the borough of West Lancashire. LIOs are often referred to as umbrella organisations which provide capacity building support to local VCFSE organisations and community groups. The core services of the LIOs are to encourage and support volunteering, help to raise funds, provide networking, sector communications, sector representation and partnership brokerage especially with the public sector and commissioners. LIOs like WLCVS also develop and incubate new services such as Social Prescribing in West Lancashire.

**Background to the Community Champion Scheme (CCS)**

West Lancs Borough Council (WLBC) and WLCVS have worked in partnership to bid successfully into the Government’s “Community Champion Scheme”. The funds will aid community-wide recovery from the Covid-19 pandemic as well as building the capacity and resilience of the West Lancs community to work together to improve connectivity and integration within and between local neighbourhoods and residents.

The CCS will develop a network of volunteer Community Champions, enhancing existing assets, resources, and programmes to supportand increase outreach, engagement and communication with residents disproportionately impacted by Covid-19. This will encourage:

* community responses to the pandemic
* enhanced residents’ participation in tackling inequalities
* increased mutual support within communities
* creation of long-term sustainable beneficial change

**Main Tasks:**

* Provide high level administrative support to the Community Champions project team including scheduling meetings, taking minutes and arranging events.
* Investigate and cascade training opportunities and organise training courses and events - booking venues, refreshments etc.
* Support the facilitation of existing and emerging partnerships and thematic groups in the three neighbourhood areas (Skelmersdale/Upholland, Ormskirk/Aughton and Burscough/Parbold/Northern Parishes).
* Support the WLCVS Volunteer Centre with the recruitment and mobilisation of Community Champion volunteers.
* Support the WLCVS Comms Team to cascade key Covid-19 messages within the three neighbourhood areas.
* Provide administrative support for the CCS Grant Scheme.
* Support the development of a VCFSE database and directory of service, including data checking, entry, retrieval and database maintenance.
* Create and manage documents, spreadsheets and presentations.
* Collate and produce project information for internal and external reporting.

**Other Duties:**

* Participate in and contribute to organisational/team or external meetings.
* Provide cover for other team members as appropriate.
* To work in accordance with the policies and procedures of WLCVS as the employing organisation.
* To undertake any relevant training.
* To carry out any other reasonable duties associated with the delivery of the CCS and/or to support WLCVS’s infrastructure role.

**Project Support Worker – Person Specification**

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| --- | --- | --- | --- |
| **Quality** | **Essential** | **Desirable** | **Measure** |
| Job Experience and Skills | Substantial administrative experience in a busy office environment.  High level, demonstrable working knowledge of standard office software packages e.g. Word, Excel, Powerpoint.  Minute taking and report writing skills.  Excellent written, presentation and oral communication skills.  Excellent organisational and prioritisation skills. | Recent experience in a similar role in the VCFSE sector  Database experience | A/I  A/I  A/I  A/I  A/I |
| Personal Qualities and Abilities | Ability to work on own initiative and as part of a team  Ability to travel and work across the West Lancs borough  Ability to work under pressure and to set deadlines  A flexible approach to tasks and working hours | Knowledge of the West Lancs area and the different communities | A/I  A/I  A/I  A/I |

**Key:**

A – Application

I – Interview

Please note that applicants will be selected on basis of information provided in relation to the above essential and desirable requirements.