



VICTORIA CENTRE

JOB DESCRIPTION

POST OF:	PROJECT WORKER / COORDINATOR
RESPONSIBLE TO:	Victoria Centre Projects and Fundraising Officer
SALARY:	£1,466 pcm (Gross)
HOURS OF WORK:	37 hours p/w – Includes occasional unsocial hours
CONTRACT LENGTH	Temporary to 31 st March 2021
WORK AREA	One Wellingborough Plus (1W plus) – Community Resilience Project



One Wellingborough Plus (1W Plus) Community Resilience Project

This is a multi-agency project led by Victoria Centre which aims to bring people and Communities together in these challenging to help each other through 3 key actions: (a) Helping us come together to be heard, and plan and coordinate action, (b) Share Ideas and learn new skills by taking part in a range of Community resilience activities (such as running a swop club, repair café, a food support network and a community allotment) – helping people find new ways to be self-reliant with limited finance, as well as make ‘good’ communities, and (c) ensure Community Inclusion, providing extra support to make sure all residents, particularly residents who identify as disabled or residents from BAME communities to take part, offer help and receive support. This project is funded by grants from Wellingborough Council, National Lottery Community Fund and Power to Change CCLORS Project.

Job Description – Summary

You will coordinate the operation and delivery of the ONE WELLINGBOROUGH Plus (1W Plus) Community Resilience Project, ensuring we meet all our agreed project aims by helping to create real connectivity and support across many communities of the Borough, in partnership with our Project Steering Group, other Community Partners and residents.

DUTIES:

- (1) Lead / support in the day to day delivery of the 1W Plus Project, and in the collection and presentation of data (including pictures) to prove the achievement of all key outcomes
- (2) Take direction from the VC Projects and Fundraising Officer and or from VC Centre Manager as required, and support in the collection and storage of data to show individual and



community needs, as well as the work of community partners by creating surveys and monitoring forms to log this information

(3) Lead in the setting up a Borough wide Community Resilience Forum, inviting people, groups and organisations from across Wellingborough to come together, have their concerns and ideas heard, and work together to offer / provide support across the Community

(4) Support the Projects and Fundraising Officer to oversee contract agreements with partners being paid to deliver parts of the 1W Plus programme, ensuring effective monitoring and reporting is received and providing this information to senior colleagues to report back to Victoria Centre Management Committee and to funders

(5) Initiate the recruitment, and training of Volunteers to support the project and take part in the delivery of basic health and safety and specific Covid-19 distancing and safeguarding training, ensure all volunteers registered with Victoria Centre are DBS checked

(6) Take the lead, alongside Wellingborough Eco Group, in setting up a Community Timebank, and Food Support Network. And also support them to set up and run a Swop club, Repair Club / Café and a Community Allotment – providing, practical, planning and liaison support as required

(7) Work with officers from Dostiyo to set up additional support, advice, events, activities and information to include many isolated and lonely people from across the full range of Black, Asian and Minority Ethnic communities with the Borough, including those from White non English speaking communities.

(8) Support partners to set up a listening and grief support service, using drama, arts and games to help people share and connect – via a mixture of phone contact, social media to enable this as well as small scale face to face contact where COVID protection rules allow

(9) Support partners to liaise with and set-up support group(s) for people who identify as disabled to enable them to be heard, be informed about available support from the ONE WELLINGBOROUGH (1W) Emergency support project, and from many other partners, and establish well-being support and share their time and contribute their skills

(10) Publicise and promote 1W Plus Community Resilience project broadly across the Borough and engage with people, groups and partners wishing to join in and take part, sharing their ideas and initiatives as well as working jointly to support people and communities

(11) Support or enable people / partners to access language assistance that helps them to join in and contribute, for both those who don't have English as their first language as well as those who use other forms of communication, such as sign language or easy read

(12) Produce reports, articles and updates to keep project participants informed, presentations sharing the stories and learning from the many parts of the project, and help the Projects and Fundraising Officer to track project spending as well as identify future funding opportunities to continue the good work

(13) Carry out any other duties to support the wellbeing of Victoria Centre, our staff, Trustees and Volunteers, and fully comply with all legal requirements around data protection and sharing, in line with GDPR requirements.

(14) Promote Victoria Centre as a key community partner and proud advocate for equality, diversity and community cohesion, and uphold all health, safety and COVID prevention actions



MAIN PERFORMANCE CRITERIA, the successful candidate will have....

- (1) Instigated the key main parts of the project alongside project partners; ie have set up a Community Timebank, Swop Club, Food Support Network and many more
- (2) Will have supported the project and Victoria Centre to achieve the following outcomes and outputs...
 - (a) At least 25 more groups and organisations from across Wellingborough will feel better connected and better aware of each other and how we are and can help
 - (b) Upwards of 150 people will be better able to act together to help out in our town
 - (c) We will have a better idea of the needs of the town and if and how they are being met
 - (d) At least 200 people will feel heard and they will also have a chance to contribute
 - (e) 125 more people will have started to learn skills and strategies to better cope with their challenges and take action
 - (f) At least 250 people will be making the best of all resources and support available to us (individually and together)
 - (g) up to 50 more people will have had the chance to share their feelings of fear and loss and found creative ways of coping with these
 - (h) up to 150 people that often feel isolated and excluded, will feel more connected and included, and have the chance to help others
- (3) You will have significantly contributed to the understanding of the needs and requirements of our community, as well as enabled and supported other lines of community engagement and activity
- (4) you will have widely publicised the many activities and actions with the 1W Plus Community Resilience Project and successfully built positive relationships using social media and general media
- (5) You will have kept good records across all projects and regularly updated the Projects and Fundraising Officer and Centre Manager and Victoria Centre Committees (as required)

Key Qualifications and Experience Required.....

1. Have a good command of English and general qualifications to at least NVQ3 level or equivalent acquired skill and experience through work or volunteer activities
2. A minimum of at least 1 year project work and volunteer support experience
3. Be proficient in using a broad range of IT packages including MS software such as Word, Excel and Powerpoint as a minimum, and in using the cloud based storage systems such as MS or Office 365.
4. Proficient in the use of general and a broad range of social media
5. Can use spreadsheets to gather and record project and financial data and communicate this effectively to others
6. Can use Word to produce project reports and Powerpoint (or similar) to produce project presentations and training



7. Experience of having worked in the voluntary sector would be desirable
8. Have excellent Communication, research and leadership skills
9. The ability to work as an effective and flexible team member and a willingness to accept ad-hoc work requests and perform to a high standard
10. Be Flexible, determined, reliable and committed to developing your skills
11. Demonstrate a commitment to equality and diversity and how to implement this in every area of your work
12. Be willing to be DBS Checked (Data Barring Service) to an enhanced level
13. Have an understanding the importance of maintaining confidentiality, and up holding all safeguarding requirements particularly as the GDPR regulations require
14. Be caring, friendly, approachable, and inclusive
15. Have financial and project monitoring and reporting experience
16. Given the COVID 19 situation, you must have a good awareness of COVID 19 and its likely implications on our business and how we need to support Children safely

30th November 2020

METH

1W Plus community partners include



Borough Council of
Wellingborough



WORKING FOR ASIAN & WOMEN
Dostiyo
Asian Women & Girls
Organisation



Funded By



Borough Council of
Wellingborough