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**Age Cymru Sir Gar Job Description**

**Title:** Project Development Officer, Social Inclusion

**Main purpose of role:** This role will coordinate and manage a limited (capped) befriending project and manage and develop sustainability for this service to older clients who are expressing a feeling of loneliness and a desire for support because of geography, physical and/or mental health challenges

**Reports to:** The project board

**Place of work:** Age Cymru Sir Gar, Units 5-11, LEC Workshops

 100, Trostre Road, Llanelli SA15 2EA with some travel around the county

**Supervisory responsibility:** Volunteers

**Requirements:** An enhanced Disclosure from the Disclosure & Barring Service

is required for this role. The role holder will not be liable for any related costs.

**Key Responsibilities:**

1. To deliver and manage a capped befriending and support service
2. To capture, manage and analyse data from the project that will confidently provide evidence of need to support funding asks.
3. Using data captured, to work as part of a team to develop and deliver a fundraising plan for a sustainable befriending service
4. To identify funding opportunities and take responsibility for developing funding to sustain the service
5. To research examples of sustainable befriending models and gather best practice
6. To work with the staff of the rest of the charity to ensure all clients receive a holistic service
7. To work within relevant quality standards

**Main duties**

**Working with Older people:**

* Carry out an assessment with older people, matching them to a suitable volunteer.
* Liaise with the older person throughout the match, linking relevant services outside of befriending.

**Working with Volunteers:**

* Promote volunteering, recruit, induct, train and support volunteers for the project (within regulatory requirements and the organisations policies and procedures).
* Promote the continuous improvement and engagement of volunteers.

**Working with Stakeholders:**

* Promote the service with the statutory and 3rd sectors to achieve the target number of clients.
* Develop relationships with potential health and social care commissioners working to achieve

funding streams from health and social care

* Develop corporate relationships to support corporate funding of the service

**Administrative duties:**

* Ensure all relevant project data is uploaded and up to date on the charity’s database
* Generate reports for the project board, trustees and funder
* Contribute to measuring the impact of the service based on data collected during project delivery.

**Expenses:** Travel expenses other than to and from home to Age Cymru Sir Gar’s offices in Llanelli will be paid upon submission and agreement on a monthly basis.

**Training & Support:** Some training and support will be provided including any formal training required to continue to successfully fulfil the role

**Key personal skills:**

* A strong interest or background in health & social care and addressing the needs of the lonely
* Excellent organisational skills, report writing, solution focused skills and multi-tasking skills
* A proven ability in understanding the use of data
* A proven ability and experience in fundraising through grants or other avenues
* The ability to prioritise workflow
* Experience in working with volunteers
* A positive and enthusiastic attitude with a passion to succeed
* Good oral and written communication skills
* Proficient in the use of database systems, Microsoft packages and related IT
* The ability to work as part of a team
* The ability to handle sensitive and confidential information
* Strong administrative skills

**Requirements**

* Full driving licence and access to a car
* Educated to a good standard

**Expectations**

To develop a strong understanding of the charity’s work

To comply with all the charity policies and procedures

To undertake any other duties commensurate to the grade of the post.

That you will participate actively in the work of the charity

That you will participate in professional development and training