



JOB DESCRIPTION

- Title:** Projects Officer – Management Team
- Location:** Cwmdu Park, Carmarthen Road, Swansea, SA5 8JF
- Hours:** 21 Hours
- Salary:** £19,000 to £21,000 FTE Pro Rata (£11,400 to £12,600 actual) depending on experience.
- Contract type:** Fixed term until 31 March 2022 (renewal dependant on funding)
- DBS:** This role is subject on an Enhanced DBS & Adult Barring Check
- Line Manager:** Chief Officer

About Age Cymru West Glamorgan

Age Cymru West Glamorgan is a local Charity promoting wellbeing, helping people to age well and live independently

Age Cymru West Glamorgan Values:

Centred - We put older people at the heart of everything we do; ensuring our services are relevant and appropriate.

Adaptive - We see the individual, delivering person-centred, quality assured and outcome focused services.

Responsive – We listen, learn and take action based on feedback.

Efficient – Donations are a gift; we constantly strive for efficiency and effectiveness to make sure nothing is wasted.

Main Purpose of the Post

The Project Officer will manage a busy and ever-changing workload with the support of the Management Team. The main purpose of this role will be to enhance the capacity of the Management Team by taking responsibility for a number of tasks throughout the organisation. The work and priorities of this role will be ever-changing and will depend upon the workload of the Management Team, the needs of individual projects/services and external pressures.

The successful candidate will be highly driven, organised, and adaptable with an ability to work with individuals at all levels of seniority both internally and externally.

Key Responsibilities

1. To work flexibly across the organisation completing specific tasks/roles in accordance with priorities agreed by the Management Team.
2. To coordinate the organisations senior governance responsibilities, ensuring the Management Team have a clear timeline of upcoming governance tasks.
3. To provide high-level administrative functions such as minute taking, creating filing systems, writing reports/policies/procedures from a brief.
4. To supervise, but not fully manage, staff and volunteers as and where necessary either permanently or for a specific period.
5. To represent the organisation, or a specific function of the organisation, at internal and external meetings.
6. To pursue a culture of continuous improvement, recommending improvement in current systems and conducting quality audits.
7. To be the responsible individual for specified contracts with external suppliers.
8. To coordinate the organisations HR system (Bright HR) and provide administrative assistance to the management team in this regard.
9. To monitor the organisation's health and safety management system (Business-Safe-Online) and ensure the management team is informed of any upcoming deadlines.
10. To be the responsible person for the organisation's policies and procedures, engaging with staff, managers, and the Board of Trustees Policy Subcommittee to ensure review deadlines are met.
11. To coordinate the collection and distribution of Board Papers ahead of planned meetings.
12. To engage in regular supervisions, performance assessments and appraisals with the Chief Officer.
13. To undertake any other duties which the organisation believes you are capable of undertaking and which are within your remit.

Please note this is a description of the duties of the post only and is subject to amendment at the discretion of the Chief Officer and Board of Trustees. These will be notified to you, giving you one month's notice in writing.

“Committed to Equal Opportunities”

Person Specification

Requirements for the Safe and Effective Performance of the Role

Education Qualifications	<ul style="list-style-type: none">- Good standard of education to at least GCSE or NVQ equivalent and suitably qualified to undertake the tasks, or willing to undertake necessary qualifications.- Willingness to undertake further training and development as deemed necessary.
Technical Competence	<ul style="list-style-type: none">- Substantial experience of working with I.T. systems such as Microsoft Office 365 and other web-based packages.
Essential Knowledge and Experience	<ul style="list-style-type: none">- Experience complying with Health and Safety procedures- Experience working at a similar level and/or within a similar senior administrative role.- Experience effectively managing a demanding and ever-changing workload.- Experience with senior administrative tasks such as note taking, archiving, creating filing systems/databases.

<p>Desirable Knowledge and Experience</p>	<ul style="list-style-type: none"> - Knowledge of Health & Safety Rules and Regulations - Experience of working within the Voluntary Sector. - Experience public speaking, giving talks to promote an organisation/service/team/product. - Experience and knowledge of Charity Governance and best practice. - Experience attending sensitive meetings (Disciplinary, Complaints, Redundancy) etc - Experience supervising staff or volunteers - Experience of Project Management/Work - Understanding of the role of the voluntary sector. - Understanding of the needs of clients with disabilities - Understanding of the needs and pressures of unpaid carers - Understanding of the changing needs of older people
<p>Skills & Abilities</p>	<ul style="list-style-type: none"> - Highly energetic / driven - Highly organised - Excellent interpersonal skills. - Excellent communication skills both verbally and in writing, along with the ability to adapt communication skills to all levels of staff, volunteers and clients. - Effective time management skills. - Ability to operate effectively as part of a team and on own initiative. - Ability to be self-reliant and to portray a professional image always. - Ability to respond positively to any changes in the working environment. - Ability to be flexible and to operate at any venue depending on the needs of the business. - Ability to work outside normal office working hours. - Ability to speak Welsh is highly desirable.

Commitment To Equal Opportunities	<ul style="list-style-type: none"> - A commitment to an effective understanding of and compliance with the organisations Equal Opportunities and Anti-Discrimination Policies and Practices. - A commitment to ensuring that all activities function in accordance with the ACWG's commitment to all Equal Opportunities and Anti-Discrimination practices. - A commitment to understanding how such policies and practices affect Clients and staff.
Commitment to continuous Professional Development	<ul style="list-style-type: none"> - To undertake further training and development in-line with the needs of the developing role.
Method of Travel	<ul style="list-style-type: none"> - A qualified driver with use of a vehicle for work, or the ability to travel within the region within which ACWG operates in an efficient and most cost-effective manner (Essential).
Special Requirements	<ul style="list-style-type: none"> - None.

Disclosure Barring Service (DBS)

Disclosure Certificates

The Disclosure Barring Service (DBS) (previously known as the Criminal Records Bureau (CRB) was introduced as a result of Part V of the Police Act, 1997. It is an Executive Agency of the Home Office and is designed to help employers make safer, more informed recruitment decisions.

The service is a one-stop-shop and replaced the old system of police checking and other vetting processes previously carried out by scrutiny of the Department of Health Protection of Children Act List System (POCALs) and the Department for Education and Skills List (List 99). From July 2004, the CRB will also scrutinise the Protection of Vulnerable Adult (POVA) list, where appropriate.

The service will issue three levels of Disclosure Certificates, depending on the position applied for. The three levels of checks are:-

- Enhanced (ED)
- Standard (SD)
- Basic (BD)

Every Job Description issued by ACWG will clearly indicate the level of disclosure that is required for that particular post. Where appropriate the advertisement will also indicate the required level.

Prospective applicants should be aware that before any offer of appointment is confirmed, the successful candidate will be required to complete an application for the appropriate level of disclosure; ACWG will provide the relevant DBS application forms. Proof of the successful candidate's identity will also be required in the form of the following: Passport, Driving Licence, Birth Certificate and Utility Bills.

ACWG actively promotes equality of opportunity for all existing employees and prospective applicants. Candidates are selected on the basis of skill, qualifications and experience and their match against the Person Specification. A criminal record will not necessarily bar applicants from working with ACWG; this will depend on the nature of the position and the circumstances and background of the offence.

ACWG has a written policy on the recruitment of ex-offenders which complies with the DBS Code of Practice and undertakes to treat all applicants fairly; this policy is attached to each job application where the post is exempt from the Rehabilitation of Offenders Act. The DBS's Code of Practice, the ACWG's Policy on the Security of Confidential Disclosure information and information on the Rehabilitation of Offenders Act 1974 is available on request.

Further information about the DBS can also be found at www.disclosure.gov.uk