### Final Version – Updated August 2019

### Role Description

#### Job Title: Project 360° Partnership Officer

**Location:** North Wales

**Contractual Status**

**of Role:** 35 hours per week

**Job Title of Line**

**Manager:** Project 360° Manager

**Job Purpose**

To develop and maintain effective partnerships to ensure the effective delivery of Project 360°, supporting services to veterans in Wales.

**Main Duties and Responsibilities**

1. To work with veterans, veteran organisations and Age Alliance Wales to improve the lives of older veterans living in Wales through the partner organisations.
2. Deliver training to partner organisations regarding the armed forces community
3. To develop positive working relationships with project partners and beneficiaries through regular and meaningful communications and deliver effective ongoing communications.
4. To develop and maintain an up to date service directory.
5. To work with local covenants and organisations delivering services in Wales to identify and support veterans.
6. To work with AAW members and other partners to develop and deliver resources specifically for veterans responding to identified need, including facilitation of joint working, where appropriate, and event organisation.
7. To arrange the delivery of information, advice and support to meet needs identified in scoping.
8. To represent Project 360° in appropriate meetings, forums and events.

**Person Specification**

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| **Person Specification** |  |
| Experience. | * Managing complex and diverse relationships * Facilitation and training * Influencing without formal authority. * Working with teams. * Management and governance issues concerning voluntary and community organisations. |
| Knowledge | * Older people’s issues and barriers to accessing services * Issues experienced by veterans |
| Skills and ability | * Excellent interpersonal skills and ability to work with a wide range of people. * Excellent training and facilitation skills * Ability to lead, inspire and motivate others. * Ability to exercise tact and diplomacy. * Ability to problem solve, negotiate and influence. * Ability to provide advice on collaborative working, governance and engagement. * Ability to identify potential blocks to progress and adapt work appropriately to overcome obstacles to achieve goals. * Ability to absorb and analyse complex material and apply it practically. * Ability to manage a complex workload and meet tight deadlines. * Excellent written and oral communication skills, including report writing. * The flexibility to cope with new challenges and change. * A commitment to the needs and aspirations of older people, and an interest in ageing issues. * Ability to use Microsoft Office or similar applications. * Ability to speak Welsh (Desirable). |
| Qualifications | Relevant degree or equivalent professional qualification or experience in relevant subject area. |

**Additional Circumstances:**

The role holder will be required to provide a car for business use and to travel throughout Wales together with occasional wider UK travel and work some unsocial hours. These requirements will be planned in advance.

This role description is not intended to be exhaustive in every respect, but rather to define the fundamental purpose and responsibilities for the role. Therefore, this role does not define any individual role holder.

In addition to the contents of this role description, employees are expected to undertaken any and all other reasonable and related tasks allocated by line management.

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| ***SIGNED FOR AND ON BEHALF OF AGE CYMRU*** | Signature:  Name:  Title:  Date: |

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| **SIGNED BY ROLE HOLDER** | Signature:  Name:  Date: |

### Updated – February 2019