

## Job Description

Job Title:	<b>Project Officer</b>
Location:	Hybrid (working from home) with travel across Carmarthenshire and Pembrokeshire and occasionally, nationally.
Contractual Status of Role:	Full time, 35 hours per week, fixed term until 31 <sup>st</sup> March 2025
Salary:	£27,667 (FTE)
Job Title of Line Manager:	Regional Advocacy Manager
Job Purpose:	Working with the rest of the regional team, to meet the HOPE project objectives by co-producing and implementing a regional framework for the development of advocacy across the region and supporting its delivery, and to recruit, train and support suitable volunteers within the region to deliver early intervention advocacy support to older people, working closely and in collaboration with the local Age Connects and Age Cymru partners.
Main Responsibilities:	<ol style="list-style-type: none"> <li>1. In line with local arrangements, undertake the recruitment, support / supervision and mentor/buddy the volunteers, and ensure they have appropriate Disclosure and Barring Service checks</li> <li>2. Ensure all prospective volunteers are inducted with Age Cymru and all Age Cymru and Age Connects partners and have all the relevant training required including all aspects of advocacy, safeguarding, equality and diversity and inclusion as per local arrangements.</li> <li>3. To supervise and oversee all advocacy case work undertaken by the volunteers in the region</li> <li>4. To receive advocacy referrals for the HOPE project in your region matching volunteers to the person needing the service and work closely with other members of the project team to ensure a high quality, timely and responsive service is provided to all older people and carers referred to it.</li> <li>5. Establish, develop and support the work of the advocacy co-production forums and the Advocacy Ambassadors taking account of existing local arrangements.</li> <li>6. Working with regional partners, develop opportunities and publicise and promote the HOPE project including promoting and cascading information, including real-life examples of positive advocacy intervention through a range of methods and with a range of stakeholders.</li> <li>7. To oversee the processing of volunteer expenses in line with agreed policy and procedure</li> <li>8. Deliver the HOPE project to acknowledged best practice standards and quality</li> <li>9. Support the development of regional reports, good practice guides, advocacy toolkits and advocacy awareness materials</li> <li>10. Maintain accurate and up to date records relating to all aspects of the service in the region to provide for the effective monitoring and evaluation of the project.</li> </ol>

<b>Person Specification</b>	<b>All the listed criteria are essential unless stated otherwise.</b>
Experience	<p>The ability to demonstrate experience in:</p> <ul style="list-style-type: none"> <li>• Working with others to deliver successful projects and services.</li> <li>• Recruiting, managing and working with volunteers.</li> <li>• Establishing and maintaining productive collaborations.</li> <li>• Running meetings and events.</li> <li>• Networking.</li> <li>• Negotiating at a range of levels both in and outside the organisation.</li> <li>• Marketing and promotion.</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Volunteer recruitment</li> <li>• Knowledge of local services in the public or voluntary sector</li> <li>• Advocacy</li> <li>• Diversity of the cultures, environments and communities in which older people and carers live</li> <li>• Issues affecting older people and carers</li> </ul>
Skills/Ability	<ul style="list-style-type: none"> <li>• Ability to successfully manage a team of volunteers to deliver project outcomes.</li> <li>• Demonstrate high calibre communication skills (verbal and written) with the ability to use these for developing partnerships, negotiating and influencing.</li> <li>• Think creatively and generate and develop innovation within this role</li> <li>• Use own initiative.</li> <li>• Ability to manage self and others</li> <li>• Ability to inspire and motivate others</li> <li>• Ability to oversee organisation of work from plan to execution</li> <li>• Make cost effective use of limited resources.</li> <li>• Adapt to changing circumstances, multi task and make decisions based on new priorities and demands.</li> <li>• Prioritise work and deal with competing or conflicting demands/needs and interests.</li> <li>• Promote programme aims and objectives.</li> <li>• IT literate including data management</li> <li>• Ability to speak Welsh (Desirable).</li> </ul>
Qualifications	Experience in subject area.
Additional Circumstances	The role holder will be required to provide a car for business use and some occasional travel across Wales may be required. There may be occasional requirements to work evenings and weekends - these will be planned in advance.
<b>Notes:</b>	
<ul style="list-style-type: none"> <li>• This role description is not intended to be exhaustive in every respect, but rather to clearly define the fundamental purpose, responsibilities and dimensions for the role. Therefore, this role description does not describe any individual role holder.</li> <li>• In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated by line management.</li> </ul>	

**Role Description Agreement**

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Signature of Job Holder	Print Name	Date

Feb 2016