

## Job Description

<b>1. Job Title</b>	Positive Pathways Project Assistant
<b>2. Hours</b>	15 hours a week
<b>3. Salary Band</b>	C
<b>4. Responsible</b>	Programme Manager
<b>5. Office base</b>	Heart of The Park, Dunsbury Way, Leigh Park PO9 5BG with a requirement to travel to support volunteers and team volunteering activities.
<b>6. Contract</b>	Permanent

## Job Purpose

Positive Pathways is a Big Lottery funded Volunteering Project, supporting those in the Havant Borough with support needs to link with their communities and enhance their wellbeing via volunteering. The project offers team and individual opportunities, this role includes supporting clients to take part in training and activities, and organising and overseeing team activities including gardening and decorating.

## Responsibilities

- To assist in the running of the Positive Pathways project
- Supporting the Programme Manager in all aspects of running the Positive Pathways project, including running drop-in sessions for clients, and organising and facilitating off site volunteering activities
- Support the Programme Manager to create personal plans with clear pathways for volunteers in, through and out of the project
- To work directly with clients, including those with extra support needs, interviewing them and helping them to develop a personal pathway towards their goals, this could include training, team & independent volunteering or finding employment
- Setting goals and identifying the strengths of volunteers
- Supporting volunteers at meetings, drop-ins and in team volunteering opportunities
- Be aware of, assess and manage risks associated with the project, individual service users and volunteering activities. Ensure risk assessments are carried out in accordance with CF practice and Health and Safety requirements
- Support the Programme Manager in developing volunteering and work experience opportunities with organisations, both voluntary and for profit.
- Support the Programme Manager to organise group activities, set up meeting rooms and training rooms including some moving and handling of equipment

- Help with the updating of data and keep accurate records on the Volunteer Service database
- Positively promote the Positive Pathways Project, Volunteer Service and Community First to the wider community

### **General**

- To communicate in a professional, constructive and non-discriminatory manner with all customers, centre users, hirers and members of the public, where necessary referring concerns or complaints to the Centre Manager.
- To demonstrate a flexible attitude to the work environment.
- This post, due to the nature of the work, is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act, 1974. Applicants are, therefore, not entitled to withhold information about convictions which, for the purposes, are spent under the provisions of the Act, and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary actions. In addition, you will be required to undertake a DBS check.

### **Clauses Common to All Community First Job Descriptions**

- To promote Community First's Equal Opportunities and Diversity policy.
- To comply with all Community First policies and Conditions of Service as laid out in the Community First Staff Handbook.
- In discharging the duties of the post to have due regard to the provisions of Health & Safety at work legislation.
- To undertake such additional responsibilities appropriate to the role as may be required and agreed by the funding partners, commensurate with the grade and responsibilities of the post.



## Person Specification

- Experience of working with at least one or more of the following groups of people, both within group settings and on a one to one basis:
  - unemployed
  - people with mild to moderate mental health problems
  - disabled people, people with learning disabilities and/or people with support needs
  - ex-offenders
- A good understanding of volunteering
- Willing to work indoors and outdoors, many team activities include gardening and decorating, so you need to be physically able to support manual tasks
- Ability to work as part of a team as well as on your own initiative
- A non-judgmental attitude, empathic approach and ability to speak to people from a variety of backgrounds
- Ability to relate well to a range of different people
- Well organised, flexible and practical
- An excellent understanding of equal opportunities, inclusion and diversity
- Good understanding of managing risk
- Basic IT skills