

Telford and Wrekin CVS

Meeting Point House,
Southwater Square,
Town Centre,
Telford,
Shropshire. TF3 4HS.

Telephone: (01952) 291350

BASIS PROJECT CO-ORDINATOR

A few words about the organisation for which you will be working and the job you will be doing if you are successful.

About Telford and Wrekin Council for Voluntary Service (CVS)

Telford and Wrekin CVS aims to bring together organisations which are important in the life of the community so that they can work together effectively for the good of the area by:

- improving co-operation;
- expressing social needs;
- sharing information;
- helping to direct resources to areas of greatest need;
- promoting direct services;
- encouraging self-help.

It consists of representatives of voluntary and community organisations concerned with family welfare, disability, health, community affairs and amenities, together with representatives of the local authority and other statutory services.

It provides:

- A forum for the exchange of ideas and evaluation of services.
- Relevant information and support to voluntary and community organisations working in the town.
- A variety of training to suit the needs of the voluntary and community sector.
- A recruitment and placement service for volunteers which also aims to develop good practice in volunteering.
- Information and support to Parents/Carers of Children with Special Educational Needs countywide.
- Information and support to Adult Carers and Young Carers in the Borough.

Telford and Wrekin CVS also has a subsidiary company – Community Mobility Transport (Telford and Wrekin) – which administers a community pool of tail-lift

vehicles as well as the Wrekin Car, Social Car and Dial-a-Ride Schemes within the Telford and Wrekin area.

The CVS is affiliated to the National Association for Voluntary and Community Action (NAVCA), the National Council for Voluntary Organisations (NCVO) and Volunteering England.

Telford and Wrekin CVS is a registered charity supported by grants in aid from the local public authorities and various funding bodies with which it has good relationships and is hopeful of continued support from them.

Purpose of the Post

The purpose of the post is to co-ordinate and deliver the BASIS project. This project aims for CVS and the Voluntary and Community Sector to have improved skills, understanding and materials to allow the use of more diverse approaches to sustainable income generation via internet trading and donor support using ICT.

About the Job

Post Title: BASIS Project Co-ordinator

Responsible To: The Strategic Development Manager

Duties to be undertaken:

- Operational management of the project.
- Management of the BASIS project worker.
- Promotion of project to stakeholders.
- Research innovative ways of raising funds.
- Support the CVS and the Voluntary and Community Sector in Telford and Wrekin to develop income generation using the internet.
- Development of a training programme and training materials to support the knowledge and skills transfer to the Sector.
- Management and monitoring of training delivery.
- Training delivery to the Voluntary and Community Sector.
- Support the Voluntary and Community Sector in their learning and development.
- Organisation of events.
- Monitoring and reporting to the Strategic Development Manager, the CVS Board and the Big Lottery.

It is expected that the BASIS Project Co-ordinator will carry out other reasonable duties from time to time as appropriate.

Regular support and supervision will be provided as will training, where necessary.

The office operates as a friendly, informal team. However, we aim to maintain the highest standards of service and efficiency.

Qualifications

Evidence of a solid general education with a minimum of 5 GCSE 'O' Level passes (Grade 'C' or above) to include English Language and Mathematics is essential. A degree, or equivalent, and/or a teaching qualification would be an advantage.

In order to undertake the post effectively it is important that the successful applicant has developed IT skills and the ability to use Microsoft Office packages and the Internet. Knowledge and experience of web design is desirable.

Extracts From Conditions of Service

- The post is for 18 hours per week on a fixed-term contract for 5 years.
- LA salary range spinal column point 29. Starting salary is £12,201 per annum.
- Expenses of travel will be reimbursed.
- Holiday entitlement - 4 working weeks plus public bank holidays as agreed and will not be less than the statutory minimum entitlement.
- Superannuation - the employee may elect to join the Pensions Trust which attracts a minimum contribution of 5% from both employer and employee.
- The postholder will be required to undertake Disclosure by the Criminal Records Bureau and medical assessment through the Local Authority's Occupational Health Service.
- Normal office hours are between 9.00 am - 5.00 pm : Monday to Thursday; 9.00 am – 4.00 pm : Friday. "Out of Hours" work may occasionally be necessary. Time off in lieu can be arranged (overtime is not paid).
- The postholder will be based at Meeting Point House, Southwater Square, Town Centre, Telford, Shropshire. TF3 4HS.

Further Information:

If you require further information please contact Ella Sips on (01952) 291350.

Closing Date:

12 noon, 3rd July, 2009.

PERSON SPECIFICATION

	Essential (E) Desirable (D)
<ul style="list-style-type: none"> Evidence of a solid general education with a minimum of 5 GCSE 'O' Level passes (Grade 'C' or above) to include English Language and Mathematics. 	E
<ul style="list-style-type: none"> Degree, or equivalent, and/or a teaching qualification. 	D
<ul style="list-style-type: none"> Developed IT skills and the ability to use Microsoft Office packages and the Internet. 	E
<ul style="list-style-type: none"> Knowledge and experience of web design. 	D
<ul style="list-style-type: none"> Understanding of the Voluntary and Community Sector. 	E
<ul style="list-style-type: none"> Experience in project management. 	E
<ul style="list-style-type: none"> Experience in managing staff. 	E
<ul style="list-style-type: none"> Experience in fundraising. 	E
<ul style="list-style-type: none"> Understanding and/or experience of innovative approaches to using the Internet as a fundraising tool. 	D
<ul style="list-style-type: none"> Ability to work with committees and groups. 	E
<ul style="list-style-type: none"> Ability to communicate at all levels. 	D
<ul style="list-style-type: none"> Strong organisational skills. 	E
<ul style="list-style-type: none"> Experience in giving support and advice. 	D
<ul style="list-style-type: none"> Experience of preparing reports. 	E
<ul style="list-style-type: none"> Experience in delivering training. 	E
<ul style="list-style-type: none"> Ability to work as part of a team 	E
<ul style="list-style-type: none"> A current driving licence and access to a vehicle. 	D

