Job Title: Know Your Neighbourhood Volunteer and Project Co-ordinator  
Grade: 8

Our Vision

We have a clear vision for Staffordshire - an innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

* Have access to more good jobs and share the benefit of economic growth
* Live in thriving and sustainable communities
* Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and citizens
* Courageous – We recognise our challenges and are prepared to make   
  courageous decisions
* Empowering – We empower and support our people by giving them   
  the opportunity to do their jobs well.

About the Service

The core purpose of Culture, Rural and Safer Communities is to encourage and enable Staffordshire communities to be active, creative and engaged within safe, sustainable, accessible and culturally rich and diverse environments.

Within this division, the Library Service is a ‘statutory service’ and is delivered across the County via 43 static libraries and a mobile library service. Our libraries are open for a total of 1,582 hours per week, attract nearly 5 million visits a year and issue 4.5million loan items.

The prison library service, which is externally funded, is delivered to 4 adult prisons and 3 young offender institutes in the County.

Within Staffordshire, the Library Service contributes to delivering literacy, life skills and digital inclusion, supporting the delivery of Staffordshire’s Education and Skills strategy and our agenda for increasing aspiration.

The library, as a community asset, and our offer are embedded within the Corporate People helping People agenda, the Place Based approach and enable communities to take responsibility for #DoingOurBit.

The priorities for this service area are to:

* Support communities and individuals to take an active role in managing and delivering their local libraries.
* Deliver an Arts offer to Staffordshire communities to widen participation in arts and culture.
* Manage and deliver the statutory library service – ensuring increased engagement and programmes of activity which promote literacy, learning, prosperity and wellbeing within communities.

Reporting Relationships

**Responsible to:** Library District Manager

**Role Purpose:** To develop and deliver the KYN Project in Cannock Chase. Including the recruitment and retention of volunteers.

Key Accountabilities:

1. Develop and co-ordinate the KYN project in Cannock, Brereton and Heath Hayes libraries.
2. Ensure the KYN project is delivered on time, to agreed standards and within budget.
3. Work with local partners and stakeholders to identify opportunities for activities and events that could take place in Cannock, Brereton and Heath Hayes libraries and recruit volunteers to support the implementation and running of these activities.
4. Liaise with the South Area Management Team and partners to plan and deliver volunteer supported activity and to create lead volunteer roles.
5. Work with the partners responsible for the recruitment and induction of volunteers for the KYN project and undertake the administration associated with this such as DBS checks.
6. Provide supervision and support for volunteers including planning, carrying out activities.
7. Promote the volunteer led events and activities to the public, partners and stakeholders, with support from the KYN library management team and the Library Digital Engagement Officer
8. Produce performance statistics, monitoring, and evaluation reports related to the KNY project, to present to the Libraries Development Manager
9. Work with the District Manager and partners to ensure all appropriate health and safety requirements are in place for activities.
10. Seek out funding opportunities to support the sustainability of the KYN project.
11. Working with the partners develop a strategy for the KYN project to ensure sustainability beyond the funded project.

The post holder will be expected to travel across the Cannock Chase District Area

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| **Minimum Criteria for Disability Confident**  **Scheme\*** | **Criteria** | **Measured by** |
| **employer_small**  \* | **Qualifications**  NVQ Level 3 or above or equivalent experience, in Project Coordination and/or Volunteer recruitment and coordination | A |
| **employer_small** | **Knowledge and Experience**   * Experience of working within a community/customer focused setting or a library * Experience of managing projects, with emphasis on those with event and activities * Experience of managing a budget * Paid or unpaid experience of working with communities/and or community groups. * Significant experience of working in a volunteer environment * Experience of developing activity led programs. * Experience of directly supervising people * Knowledge and understanding of high-quality volunteer management. * Experience of leading, motivating and supporting staff or volunteers * Experience of developing services in partnership with other organisations * Demonstrate a high standard of literacy, numeracy and accuracy. | A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I |
| **employer_small** | **Skills**   * A high level of competence in Microsoft packages, in particular Word and Excel. * Confidence in using digital technology for communication including e-newsletters, social media platforms and online conference call systems. * Effective time management skills, including the ability to organise work efficiently, to prioritise workloads and to meet deadlines. * Good inter-personal and team working skills, especially in a volunteer environment. * Excellent oral and written communication skills, confident working with a wide age range of people * Good communication skills * Enthusiasm and commitment   This post is designated as a casual car user | A/I  A/I  A/I  A/I  A/I  A/I |

**employer_small** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job Centre Plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting

**Talent & Resourcing Team 01785 278300**

**Shared Services on 01905 947446**