



## Job Description and Person Specification

<b>Job Title</b>	Project Officer
<b>Hours of Work</b>	30 hours per week
<b>Location</b>	Based in and around Stoke-on-Trent with occasional remote working
<b>Benefits</b>	5% Pension Contribution, 22 days annual holiday + 3 concessionary days & bank holidays (pro-rata)
<b>Special Conditions</b>	Occasional evening or weekend work and ability to travel
<b>Responsible to</b>	Project Coordinator

### Job Purpose

The Project Officer will play a vital role in delivering the inVOLved project across Hanley and Stoke, creating safe, inclusive opportunities for individuals facing multiple disadvantage to engage in meaningful, interest-led activities. Through creative and practical sessions, you will help participants build confidence, develop skills, and strengthen social connections, supporting their progression towards volunteering, training, or employment.

This role requires a proactive, empathetic approach to engagement, ensuring activities are responsive to participant needs and delivered in a trauma-informed way. You will work closely with the team, and local partners to promote inclusion, challenge stigma, and celebrate the strengths of individuals and communities.

### Job Role

#### Key Responsibilities:



- Plan and deliver creative, practical, and interest-led sessions (e.g., arts, gardening, wellbeing activities).
- Build strong, trusting relationships with participants through outreach and engagement.
- Support participants to record achievements using the skills passport and identify progression opportunities.
- Involve volunteers and peer supporters in delivery, ensuring positive and inclusive experiences.
- Promote inclusion and challenge stigma through visible community-based activities.
- Maintain accurate records of attendance, feedback, and outcomes.
- Work collaboratively with the project team and partners to ensure smooth delivery.

#### **General Requirements:**

- Work collaboratively with internal and external stakeholders
- Support trauma-informed and inclusive practices
- Participate in regular supervision sessions and team meetings.
- Support the preparation of monitoring reports outlining progress and key issues.
- Engage in personal training and development to fulfil the professional requirements of the role.
- Maintain a collaborative and flexible approach to work.

Able to travel locally across the area to deliver and support community-based activities. This may include transporting session materials, equipment, and resources between venues. Access to a vehicle is highly desirable due to the potential volume and nature of items.

## **Equal Opportunities**

VAST is committed to equal opportunities, anti-discrimination and anti-oppressive policy or practice. No one we have contact with may be discriminated against either directly or indirectly on the grounds of gender,



race, nationality, ethnicity, religion, marital status, sexual orientation, age, or impairment. This policy applies to job applicants, employees, volunteers and service users.

## Notes

1. All jobs are subject to change from time to time and this job description will be reviewed regularly.
2. The job description is a guide to the work that you will be required to undertake and represents a range of responsibilities in line with the grade for the post.
3. This post is subject to a 6-month probationary period.

## Person Specification

Applicants must be able to demonstrate the following core competencies required of all staff:

1. Positive work ethic, dependable, and conscientious.
2. Flexibility, initiative, and good time management.
3. Collaborative approach to success.
4. Organisation and administration skills for the role, including IT skills.
5. Working within agreed business plans, policies, procedures, and systems.
6. Working within the reasonable direction of your line manager.
7. Beneficiary- and customer-focused.
8. Applying equality of opportunity.
9. Communicating appropriately.
10. Proactive in personal development



<b>Experience (delete empty rows as necessary)</b>	<b>Essential/Desirable</b>
Delivering group activities or workshops in community settings	Essential
Working with individuals facing homelessness, mental health challenges, or other disadvantages	Essential
Involving volunteers	Desirable
Supporting progression into volunteering or training	Desirable
<b>Skills</b>	<b>Essential/Desirable</b>
Strong facilitation and communication skills	Essential
Ability to adapt sessions to diverse needs and interests	Essential
Organisational skills for managing venues, materials, and health & safety	Essential
Competent use of digital tools for record keeping and communication	Essential
Collecting and interpreting participant feedback for improvement	Desirable
<b>Qualifications</b>	<b>Essential/Desirable</b>
A good standard of education	Essential
Level 3 (or equivalent work experience) in community development, social care or a related field.	Desirable
Training in safeguarding	Desirable
Training in mental health awareness	Desirable
<b>Knowledge</b>	<b>Essential/Desirable</b>
Understanding of trauma-informed and strengths-based approaches	Essential
Awareness of safeguarding responsibilities and procedures	Essential
Familiarity with VCSE networks and support services	Desirable
Understanding of the barriers faced by people with lived experience of disadvantage	Desirable
Understanding of lived experience of disadvantage and its potential impact on engagement and progression	Desirable
<b>Other Requirements</b>	<b>Essential/Desirable</b>
Able to work occasional evenings or weekends (with notice)	Essential
Able to travel locally	Essential