**Glenelly Development Trust Ltd**

**JOB DESCRIPTION**

**Job Title:** Project Support Worker

**Reports to:**  Company Secretary, Glenelly Development Trust Ltd

**Based at:** Glenelly House, Plumbridge (blended / home working option available)

**Hours of duty:** 25 hours per week (flexible hours)

**Contract:** 1-year fixed term (extension is subject to funding)

**Salary:** £14 an hour

**Overall purpose of the job**

Responsible for the development, co-ordination and planning of community activities within Glenelly Development Trust Ltd. Provide support work for the Collective Approach to Rural Exclusion (CARE) Programme which aims to reduce social isolation and loneliness experienced by people aged 50+ living in the rural area throughout the Sperrin DEA.

**Main duties:**

* To plan and co-ordinate a programme of Health & Wellbeing and community development activities to meet the needs of our target groups.
* To carry out the day-to-day administrative and marketing tasks including recruiting and motivating participants onto activities and preparation of reports for CARE Project Manager, GDT Company Secretary and funders.
* Create and maintain participant’s database.
* To establish and maintain appropriate monitoring, evaluation and finance systems to ensure regular performance and financial reporting.
* To work in partnership with the five groups within the Sperrin DEA i.e. Brighter Ballymagorry Development Group, Artigarvan Community Response, Dennett Interchange, Glenelly Development Trust and Learmount Community Development Group on the CARE project.
* To promote and develop other partnership working, ensuring partners communicate effectively to maximise the benefits to the service users.
* To encourage volunteering in all aspects of the CARE and other projects and investigate the implementation of appropriate volunteer-led projects.
* Provide effective leadership, direction and support for volunteers assisting with the projects.
* To identify and apply for funding for health and wellbeing and community development activity to enhance sustainability.
* Responsible for line managing admin staff.
* Maintain records in line with all relevant operational policies and procedures.
* Any other reasonable duties as may be required.
* May include evening and weekend work.

**Personal Specification – Project Support Worker**

Applicants must clearly demonstrate evidence of meeting the criteria as set out below.

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| **Essential Qualifications** |
| * 5 GCSE’s or equivalent including Maths and English |

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| **Essential Experience** |
| * At least 1 years’ experience (paid or voluntary) in Administration and Finance |

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| **Essential Knowledge** |
| * General knowledge of community projects. |
| * Knowledge of co-ordinating projects i.e. administration, finance and marketing. |
| * Be computer literate – must have a sound working knowledge of Microsoft Office i.e. Word, Excel, Publisher, PowerPoint, etc. |

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| **Essential Skills / Abilities** |
| * Excellent interpersonal skills and the ability to develop strong and effective working relationships. |
| * Excellent organisational and time management skills and the ability to work under pressure to deliver on project targets. |

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| **Other Essential Criteria** |
| * Access to a means of transport that enables you to carry out the duties of the post. |
| * The post holder must be prepared to work flexible hours including evenings and weekends and be able to attend meetings when necessary. |

The successful candidate will be required to undergo an Access NI Basic Check and provide proof of entitlement to work in Northern Ireland.

We are an equal opportunities employer.

This post is part funded thanks to #National Lottery players.