



Job Title:	Community Project Lead	Department	Community Project
Vacancies	1	Job Code/ Req#:	STEP/CPL011
Location:	Oldbury	Travel Required:	No
Enhanced DBS	YES	Position Type:	Voluntary leading to paid employment
Hours	16Hr a week-Flexi	Will Train Applicant(s):	In-house training provided.

Job Description

A highly motivated self-starter with knowledge of the Armed Forces and Ex-Services charity and the community network and the ability to understand the challenges more vulnerable adults and children must overcome, particularly those who find general life problematic.

This person will be based in Oldbury networking with other organisations to encourage the local community to become involved.

STEPWAY is a support network for Veterans primarily referred from partner organisations within the community, our programmes are focused on early intervention, support, and empowerment.

This role is to ensure the breaking down barriers between Veterans and Civilians.

The applicant for this role will have a track record of delivering high quality results, with a strong beneficiary focus and be capable of working independently to targets and deadlines. Strong communication, networking and organisational skills are essential along with mentoring and coaching people in the wider community.

Experience & knowledge of the complex needs and mental health within the wider Community, local government agencies and the ability to develop a network of contacts are also required. Experience in building a safe place where all the community access and enjoy activities.

SPECIFIC RESPONSIBILITIES

- Recruitment of volunteers
- Oversee the running of the Community project with a team of volunteers.
- Written monthly reports including data capture to be sent to the Project Manager.
- To work with Civilians and Veterans alike to break down those barriers.
- Develop a friendly and safe environment.
- Build new working relationships with the National Probation Service (Community Pay back) Local Schools and Colleges.

MAIN RESPONSIBILITIES

The upkeep and development of the community project by introducing the following activities- Beekeeping, Mushroom farm, Foraging, Bushcraft and Archery.

PERSON SPECIFICATION ESSENTIAL COMPETENCIES

- Empathy with and a good understanding of ex-forces personnel and the challenges they can face.
- Highly motivated and independent, capable of working remotely from the Project Manager
- Resilient and able to work with individuals with complex needs and cope with the rigors that arise from working with veterans with mental health conditions and struggling with substance misuse/addiction.
- Commitment to working with each veteran without prejudice and in an equitable manner, including those who have a criminal record for violent or sexual offences.
- Experience of working with people using a mentoring or coaching approach to engage and support the individuals we work with to feel empowered.
- Highly organised with strong networking skills and experience of using Microsoft 365.
- Strong communicator.
- Excellent team players who will contribute to a diverse and dedicated team.
- Driving license and use of own car.
- To provide cover or find sustainable cover.

ADDITIONAL NOTES

We guarantee to interview anyone with Armed forces background whose application meets the minimum criteria for the post. By 'minimum criteria' we mean that you must provide us with evidence in your application which demonstrates that you generally meet the level of skills and experience defined as essential within the person specification for the position.

STEPWAY is an equal opportunities organisation and Disability Confident employer, and we encourage applications from all backgrounds and communities.

Applicants will be required to undertake an Enhanced DBS Disclosure and Non-Police Personal Vetting.

TO APPLY FOR THIS POSITION, PLEASE CONTACT-

Community Project Manager- paul.taylor@stepway.org 07522 965645