



Job Application Pack

Team Member
WiLL Delivery
(Full and Part Time opportunities)



About the RCC

Based in Hinckley, we are a charity working to support and represent rural communities across Leicestershire and Rutland. We provide a range of high-quality services to bring people together, raise awareness of issues affecting rural communities and to support community led projects and initiatives.

Through our work we aim to:

- Improve the wellbeing of people living in rural communities
- Help to strengthen and grow the rural economy
- Support communities to run facilities and services in rural areas
- Help communities to plan and influence development in rural areas
- Represent and celebrate the achievements of rural people and groups



Further information about our charity and work can be found at www.ruralcc.org.uk

About Work.Live.Leicestershire (WiLL)

Work.Live.Leicestershire is funded by the European Social Fund and The National Lottery Community Fund through Building Better Opportunities Funding.

We work with people who are economically inactive and unemployed living in rural Leicestershire, providing access to holistic, tailored support that enables them to move into job search, training, or employment.

To break down the barriers to people entering work or learning, WiLL helps people to improve their health and wellbeing, gain skills and work experience, and have improved confidence, motivation, and social engagement.



Job Description

Job Details

Job title	Team Member - WiLL Delivery
Reference	WILL22/23
Hours	Full Time (37 hours per week) or Flexible Part time (minimum 18.5 hours per week)
Salary	£23,500 per annum (pro rata for part time)
Pension	5% matched employers pension contribution
Contract	12 Months - Fixed Term
Paid Holiday	245 hours per annum (including Public Holidays and pro rata for part time)
Location	Leicestershire (Based at - Unit S09, The Atkins, Lower Bond Street, Hinckley, LE10 1QU or possibility of being home based)

Job Purpose

Deliver Work.Live.Leicestershire (WiLL), funded through the Building Better Opportunities grant by the National Lottery Community Fund and European Social Fund, by undertaking assertive outreach and engagement activity within rural communities across Leicestershire to identify, reach and provide keyworker support to help people furthest from the job market take steps into employment.

Duties and Responsibilities

1. Work with colleagues to plan and prepare engagement activity, outreach work and programme promotion.
2. Embed yourself within rural communities, villages, or clusters of settlements for a period of around 3 weeks to promote and raise awareness of WiLL and recruit eligible people into the programme.
3. Engage local community groups, Parish Councils, GPs, sports clubs, and local service providers to promote the overall programme, the range of support packages available and provide information on entry points for suitable beneficiaries.
4. Organise and run community-based information sessions, undertake local programme publicity, and proactively reach out to people by attending existing community events, activities and groups, such as those held in local community facilities.
5. Work to ensure that individuals within each targeted community have equal and appropriate opportunities to find out about the programme and identify if it could benefit them, a relative or someone they know.
6. Identify and reach out to people who are suitable for the programme and engage with them directly to complete a simple eligibility assessment and take them through the sign-up process.

7. Work with your line manager and programme colleagues to fully consider all safeguarding issues and establish appropriate arrangements and boundaries with each participant within your caseload around contact methods and times, meeting places and other logistics to ensure safe and productive interaction.
8. Where agreed and appropriate, assist certain participants with lower-level mentoring, such as reading job applications, helping with basic IT skills, or simply offering positive encouragement.
9. Represent the RCC at WiLL and other external meetings and events as required (e.g. community meetings and events, meetings with partners, events, seminars and conferences).
10. Undertake required administration work and keep up to date records of all programme activity.
11. Ensure the efficient and effective delivery of work in line with the capacity and resources available, and complete all monitoring, reporting, and evaluation work required by the RCC and programme lead.
12. General RCC staff responsibilities:
 - a) Work in line with the organisations vision, values, strategy, and business plan.
 - b) Promote and ensure compliance with all organisational policies and procedures.
 - c) Work in an honest, open, flexible, and collaborative manner.
 - d) Attend and undertake regular one to ones, informal reviews, and annual performance appraisals.
 - e) Manage and undertake training and professional development as necessary.
 - f) Work as part of a team, supporting colleagues and communicating effectively with all.
 - g) Encourage and support innovation and continuous improvement throughout the organisation.
 - h) Work in the most resource efficient and effective manner possible.
 - i) Act as an ambassador for the organisation
13. Any other tasks as required and deemed appropriate to the level, scale, and spirit of the post

Other Information

Working within a small team, you will have day to day responsibility for planning and delivering programme activity with an individual case load of communities and programme participants.

You will be required to undertake a formal induction programme including an introduction to the WiLL programme and initial training.

Line management, support, and supervision will be provided by the RCC.

The RCC operate a flexible approach to work locations. We offer the opportunity to be based at our offices in Hinckley, but also be able to work from home when appropriate. We will also consider requests for fixed term colleagues to be based at home.

You will be required to travel to and work remotely within villages, market towns and other rural settlements across Leicestershire. Business mileage will be reimbursed at a rate of 45p per mile. Lone and remote working policies and procedures apply.

You will be contracted to work your normal weekly hours flexibly between 8am and 6pm Monday to Friday. The nature of the role may mean you need to occasionally work evenings and/or at weekends. In these circumstances timeoff in lieu will be granted equivalent to any hours worked.

The post has no direct budgetary or line management responsibility.

Person Specification

Qualifications & Experience

Essential:

- Relevant educational achievements
- Demonstrable professional / work experience relevant to the role.

Desirable:

- Experience of delivering community led projects providing help and support to vulnerable or hard to reach members of the community.
- Experience of supporting people into employment, education, or training.
- Experience of one-to-one mentoring and/or providing motivation and support to others.
- Experience of planning, organising running and facilitating community meetings, events, or workshops.
- Knowledge of rural, community and social issues.
- Understanding of the geographic and demographic make-up of rural Leicestershire.

Core Competencies

Throughout the application and recruitment process, and, if appointed, throughout your employment at the RCC, you will be asked to demonstrate your ability to perform against a series of ten core competencies.

Decision Making	I can analyse situations fully and accurately to reach productive decisions. I focus on solutions rather than just problems.
Effective Communications	I communicate in a simple, clear, and confident way using a range of methods. I listen effectively to others.
Interpersonal Relationships	I build strong working relationships with different people and groups. I treat everyone with fairness, dignity and respect.
Honesty and Integrity	I adopt an open and honest approach to work. I demonstrate strong moral principles and place trust in others.
Job Knowledge	I understand my role and the knowledge I need to perform effectively. I strive to expand and improve my job knowledge, skills and expertise.
Producing Results	I achieve my work objectives and targets in a timely and efficient manner. I maintain high quality standards in all areas of my work.
Continuous Improvement	I can self-evaluate my performance and always strive to develop and improve. I help to drive innovation and openly embrace change.
Motivation	I can enthuse others and help to create a positive working environment. I embrace and respect the skills, experience and contribution of my colleagues.
Leadership	I can work with others to delegate, prioritise and achieve objectives and goals. I help to create a culture of ownership, commitment and trust across my team.
Information Technology	I can use a wide range of IT equipment and software. I embrace new technology and use it proactively to improve my work.

Application Process

How to apply

To apply for this job, you are asked to complete our simple "[Introducing Yourself](#)" form and submit a copy of your CV by email. Click [HERE](#) to complete the form or go to <https://forms.office.com/r/Q5gU9Zp3yY>

The form can be completed online, alternatively you can request a copy by emailing info@ruralcc.org.uk or calling us on 01455 856330.

When to apply

Applications can be submitted to us anytime from now until Tuesday 4th January 2022. We may contact you prior to this date to arrange an interview, so please complete your application as soon as you can.

Where to send your application

Applications completed and submitted online will automatically be received by our team. Don't forget to email us a copy of your CV to info@ruralcc.org.uk

All other applications should be sent marked 'Confidential' to info@ruralcc.org.uk or by post to Recruitment, RCC, Unit S09, The Atkins, Lower Bond Street, Hinckley LE10 1QU

Interviews

If you are shortlisted, we will invite you to meet with us to discuss your application at our offices in Hinckley. We may contact you to arrange an interview before the closing date above, so please submit your application as soon as you can.

Start date

If we offer you the job, we would like to welcome you into the team as soon as possible and ideally no later than February 2022.

Further information

For further information about the RCC and our work please visit www.ruralcc.org.uk

If you would like to discuss this vacancy with a member of our WiLL team, please call us on 01455 856318 or e-mail hello@ruralcc.org.uk.

Rural Community Council (Leicestershire & Rutland)
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Charity No. 1077645 Company No. 3665974



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