



Job Application Pack

WiLL Delivery Officer
Partnership Engagement
(Full or Part Time)

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	WILL Delivery Officer
Reference	WiLL22/23 - PE
Hours	Variable Part time (min 18.5 hours per week) to full time
Salary	£23,500 per annum (pro rata)
Pension	5% matched employers pension contribution
Contract	12 Months - Fixed Term
Paid Holiday	245 hours per annum (including Public Holidays)
Location	Leicestershire (Based at - Unit S09, The Atkins, Lower Bond Street, Hinckley, LE10 1QU or possibility of being home based)

Job Purpose

Support delivery of the Work.Live.Leicestershire (WiLL) project, funded through the Building Better Opportunities grant by the National Lottery Community Fund and European Social Fund, by undertaking engagement and promotional activity with employers, service providers and other local organisations across Leicestershire.

Duties and Responsibilities

1. Work with colleagues to plan and prepare engagement activity, outreach work and programme promotion.
2. Engage with large local employers to develop a range of promotion and support interventions, such as experience visits, skills days and recruitment initiatives.
3. Engage with smaller local and community-based employers to support joint promotion and development of the project
4. Organise and run job fairs and training awareness days, encouraging employers and potential participants to attend.
5. Develop relationships with employment agencies and investigate opportunities for joint working.
6. Identify industry sectors for specific engagement and focus in response to demand and potential opportunities. These may include seasonal work, haulage and logistics, hospitality etc.
7. Engage with Sector partners such as Job Centres and employment clubs, Department for Work and Pensions (DWP) and local authorities
8. Represent the RCC at WiLL and other external meetings and events as required.
9. Undertake required administration work and keep up to date records of all programme activity.
10. 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.
11. 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

12. 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.

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 from 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 on the link below to go straight to the form.

<https://forms.office.com/r/7X80jg5WBO>

The form can be completed online or downloaded at www.ruralcc.org.uk/jobs. 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 submit your application as soon as you can.

Where to send your application

Applications completed and submitted online will automatically be received by our team. Please remember 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 team, please call us on 01455 856330 or e-mail info@ruralcc.org.uk.

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



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