



JOB DESCRIPTION

POST: **Social Isolation Project Worker**

JOB PURPOSE:

The post holder will assist the Social Isolation Team Development Workers in the implementation of the various projects within the programme. This will include Community Companions, Dial-OP, Undernutrition, Green Health and Re-Discover Dundee. The post holder will play a key role in supporting people across Dundee with a particular focus on befriending, service information, signposting to additional support, health and wellbeing.

Each project is volunteer led, and supports people across the city to reduce loneliness and isolation while improving their health and wellbeing while using a variety of services offered. These include befriending, welfare calls, nature based interventions, group work, nutritional intervention as well as new project developments.

RESPONSIBLE TO: Board of DVVA through the Social Isolation Team Manager and Chief Executive Officer

MAIN DUTIES:

- Support the social isolation team in the delivery of service provision across Dundee City
- Support the development of opportunities for engagement for those who are socially isolated or hard to reach
- Provide monitoring and evaluation information for services delivered with regards to the outputs and outcomes of the project
- Promote the benefits of the Social Isolation projects and the work that the volunteers carry out
- Carry out general administrative duties, including the use of Microsoft Office software such as Word, Teams, Sharepoint and Excel
- Encourage participation in activities
- Identify activities through engagement with people to find out about their needs
- Support the planning and production of project events
- Provide welfare calls to those most in need
- Provide coordination support for the leasing of equipment
- Participate in the daily running of Dial-OP services

Dundee Volunteer and Voluntary Action is a Registered Charity (No SC000487) and a Company Limited by Guarantee (No SC093088) Registered address: 10 Constitution Road, Dundee DD1 1LL

- Take personal responsibility for contributing to high quality standards in service delivery and communications
- Adhere to all Dundee Volunteer and Voluntary Action's policies and procedures, in particular with reference to confidentiality, lone working, data protection and risk assessment.

MAIN WORKING CONTACTS:

Internal: Social Isolation Team Manager, Senior Health and Wellbeing Manager, Chief Executive Officer, DVVA Board, Development Staff and volunteers.

External: Third Sector organisations, Third Sector Interface partners, local and national partners and statutory partners.

LOCATION: Dundee Volunteer and Voluntary Action, Number Ten, 10 Constitution Road, Dundee, DD1 1LL, and any other location deemed necessary to fulfil the duties of the role

This job requires contact with vulnerable groups, therefore you will require to gain/maintain PVG Scheme membership.

CONDITIONS OF SERVICE:

- These are set out in the organisation's staff handbook.
- All staff meeting the qualifying criteria may join a defined contribution pension scheme provided by TPT Retirement Solutions.
- The organisation has an equal opportunities policy and seeks to be an equal opportunities employer.

SALARY: £17,550 - £19,500 pro rata

CONTRACT: Full-time fixed-term for one year; part-time permanent

HOURS OF WORK: Full-time 35 hours per week; part-time 17.5 hours per week, to be worked in accordance with DVVA Conditions of Service. Occasional weekend and evening work may be required.

ANNUAL LEAVE: 21 days per annum on appointment increasing each year by 1 day to a maximum of 25 days, plus 6 public holidays, plus 5 days Christmas closedown (pro rata for part-time).

TRAINING: Staff may make application to pursue appropriate training.

JOB DESCRIPTIONS are reviewed from time to time.

PERSON SPECIFICATION

This specification sets out the required essential and desirable qualities expected of the successful post holder.

ESSENTIAL	DESIRABLE
Professional/Educational Qualifications	Co-production experience
Educational qualifications that are relevant to this post and/or significant past work or volunteer experience	Developing and delivering training
Knowledge and Understanding	Experience with volunteering
Understanding of volunteering and the Third Sector including the environment in which it operates	Basic understanding of mental health issues
Understanding of Loneliness and Social Isolation and the socio economic factors related to this	
Awareness of the Health and Wellbeing context	
Experience	
Working with individuals, voluntary and community organisations	
Strong working knowledge of ICT	
Experience of leading groups/group work	
Skills , Abilities and Attributes	
Highly motivated with an encouraging nature	
Confident communication skills, particularly on the telephone	
Passion for community engagement and involvement	
Demonstrates personal commitment to equal opportunities and non-discriminatory practice	
Excellent verbal and written communication skills	
Able to work independently and proactively with a minimum level of supervision	
Excellent organisation skills	
Take responsibility for own workload	
A personal commitment to equal opportunities displays honesty, integrity and a strong sense of ethics in all actions and decisions.	
Other	
Flexible working which may include some evening and weekend work	