

# Job Description

## Project Worker

### Taff Rocks

- Job Title:** Project Worker
- Base:**
- Former Smyrna Chapel, Aberfan Road, Aberfan, Merthyr Tydfil CF48 4QN
- Salary**
- £13.50 / Hour. Salary paid monthly
- Hours:**
- 20 hours per week for first six months
  - Rising to 24 hours upon successful completion of probationary period
  - Flexible, by arrangement
  - Requires some evenings and weekends
- Contract Type:**
- Three years, extension depending on funding
- Holiday entitlement**
- 5.6 weeks pro-rata

#### About the role:

- Work alongside Taff Rocks trustees.
- Act as main point of contact for Taff Rocks and Smyrna.
- Help promote, market and develop existing activities as well as promote the Smyrna venue.
- Representing Taff Rocks and Smyrna at community meetings.

#### About you:

- Have a 'can-do' attitude and is approachable and resourceful with confidence to bring in beneficiaries to both Taff Rocks workshops and Smyrna.
- Have the ability to collaborate and motivate potential beneficiaries to engage and participate.
- Methodical and well organised planner.
- Experienced in monitoring and reporting on expenditure and performance against outputs and outcomes.

#### Main Responsibilities:

- Work in partnership with volunteers and colleagues to increase the effectiveness and efficiency of the Taff Rocks and Smyrna project and contribute to the short and long-term planning process.
- To meet the required performance standards.

## **Key Tasks**

- Day to day management of the Smyrna venue (diary keeping, primary keyholder, caretaking, and cleaning).
- Act as a main point of contact for Taff Rocks and Smyrna.
- Support Taff Rocks activities in the community as well as Smyrna.
- Manage petty cash and financial record keeping.
- Be part of funding application processes and expenditures.
- Compile regular reports to Taff Rocks trustees.
- Attend Taff Rocks board meetings.
- Maintain appropriate records and compile reports in accordance with funder requirements and set procedures.
- Represent Taff Rocks at meetings.
- Opening and closing the Smyrna venue when hired out.
- Marketing and social media.
- Maintain confidentiality with respect to Taff Rocks, volunteers, beneficiaries, stakeholders and general operations.
- Ensure Taff Rocks comply with all statutory regulations, insurances, contractual requirements and funding conditions.
- Be familiar with, adhere to and enforce policies and procedures determined by Trinity Childcare and Family Centre
- Work alongside trustees to ensure all volunteers have access to appropriate training, resources and materials.
- Work in co-operation and maintain communication with key stakeholders
- Support the aims of Taff Rocks.
- Undertake any other reasonable duties that may be requested by Taff Rocks Trustees and Trinity Childcare and Family Centre
- Recruit and develop a sustainable volunteer base for Taff Rocks

## **Person specification:**

This role is dedicated to working alongside the community in its widest sense to provide a valuable community resource within the Aberfan, Merthyr Vale and Mount Pleasant area, extending to the County Borough of Merthyr Tydfil.

### **Essential criteria:**

- Day-to-day budget / cashflow management.
- Previous experience in a similar role.
- Proficient in the use of IT, word, excel, and social media.
- Willingness to undertake relevant training (e.g. Child Protection & Safeguarding).

### **Personal Attributes:**

- A commitment to anti-discriminatory values and practice.
- Ability to maintain confidentiality appropriately.
- Enthusiastic and self-motivated.
- Efficient and methodical.

- Willingness to work flexibly including occasional weekends and evenings.
- To be flexible and take on other assignments.

Desirable Criteria:

- Welsh speaker.
- Experience applying for grant funding.
- Knowledge of / qualification in First Aid.
- Full driving licence. Access to a vehicle.

Responsible to:

- ***Line management:***
  - Trinity Childcare and Family Centre
- ***Day-to-day operations:***
  - The Taff Rocks Board of Trustees

This post is subject to an enhanced DBS check