**Grand Junction Project Worker (part-time) x 2 roles**

**Job title: Grand Junction Project Worker**

**Responsible to: Volunteer Manager and Programme Manager**

**Location: Grand Junction, St Mary Magdalene’s Church, London W2 5TF**

**Hours: Part-time (3 days or 21 hours per week)**

**Salary: £21,000**

**Annual leave: 25 days per year pro rata (or option of term time only working)**

**Duration: Fixed term contract for 1 year (with the possibility of extension).**

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**Background**

We are looking for a friendly, organised and committed person to join the busy team at Grand Junction at St Mary Magdalene’s. We need someone with a passion for working with communities to support the delivery of our programme of volunteering and creative arts and wellbeing activities.

This is a role in which someone with talent and enthusiasm for working with communities can grow and learn. As such, there will be support provided through training and supervision to develop within this role.

Grand Junction runs a busy weekly programme of arts, heritage and wellbeing activities from our amazing grade 1 listed building. We work with a committed team of volunteers, who support the delivery in a number of ways. Many of those giving time as volunteers and taking part in activities are from the local community. The Project Worker will support in the delivery of the Volunteering and Adult Learning programmes at Grand Junction, including engaging with the needs and interests of local people.

For more information on Grand Junction, please visit [www.grandjunction.org.uk](http://www.grandjunction.org.uk)

The salary is **£21,000 pro rata** for **21 hours (3 days)** per week. There is an option to work term-time only on request, to be discussed at interview stage. The post holder will report to the Volunteer Manager and the Programme Manager.

The closing date for this post is **10am on Monday 19th October 2020**. To apply please complete and send the attached application form and equality and diversity form to lucy@pdt.org.uk. **Please note that CVs will not be accepted.**

If you have any questions about the role, we are happy to have a chat. Please contact Lucy Foster on 07958 542914 or email lucy@pdt.org.uk.

If shortlisted, interviews will be held on **22nd or 23rd October** at Grand Junction (in a socially-distanced and Covid-safe manner).

**About Paddington Development Trust**

PDT was formed in 1998 by local residents who remain at the heart of everything we do. A significant number of PDT staff were born or continue to live in the local area and our Board of Trustees is made up of people who live and work in Paddington. Our mission is to bring people together and support them to take charge of their own individual and shared futures.

We do this through volunteering projects, supporting people into employment, self- employment and training and through projects that enhance the built environment and provide additional facilities for local people.

PDT has Gold Investors in People accreditation and a strong focus on training and development. Where people are successful in their role we always look for opportunities for them to progress and develop within PDT.

**About Grand Junction**

**Grand Junction at St Mary Magdalene’s** is a new venue for community, arts and culture based at St Mary Magdalene Church, run by Paddington Development Trust (a non-religious organisation). We opened our doors in June 2019, and since then have been offering a bustling programme of activities for families, young people and adults. In 2017 and 2018 the grade 1 listed Victorian church was lovingly restored and a beautiful new building was added alongside, designed by Dow Jones Architects, which provides a café, learning studio and visitor facilities.

As well as our programme of activities and volunteering for the local community, the church is now open regularly for visitors, allowing enjoyment of its astonishing architecture by a much wider audience. At the heart of Grand Junction is the idea of bringing together different communities, bridging some of the parallel worlds of 21st century London. Westbourne Ward in North Westminster is one of the most deprived in London and our project is committed to working with local people to create a leading arts and cultural space that will be a point of pride for the community. It is an exciting time to work with us as we build a strong relationship with local people.

**Job Description**

With support from the Volunteer or Programme Manager:

* Recruit and induct Grand Junction volunteers
* Co-ordinate volunteer and adult learning outreach and engage hard to reach communities to promote volunteering and activities at Grand Junction.
* Effectively manage volunteers and actively encourage them to take ownership of activities wherever possible whilst retaining oversight and accountability.
* Manage project delivery including events and regular activities to a high standard and in line with targets.
* Support the Facilities Manager to ensure spaces are set up correctly for activities, and the building can be safely and suitably used.
* Record all petty cash expenditure
* Work with partner organisations to promote the activities and volunteering opportunities at Grand Junction, and build strong working relationships with local organisations.
* Capture case studies and news and publicise to residents and stakeholders via the Grand Junction website, newsletter, and social media, including networks such as Whats App.
* Monitor, capture and record outputs and enter data in line with Grand Junction’s monitoring requirements.
* Ensure that there is diverse and equitable access to volunteering opportunities.
* Undertake any other duties as required by the Volunteer and Programme Manager.
* Be willing and able to work flexibly with occasional evenings or weekends
* Ensure that PDT policies and procedures are followed

This job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The Job Description is not intended to be inflexible or a finite list of tasks and may be varied from time to time after consultation/discussion with the post holder.

**Person Specification**

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| --- | --- | --- |
|  | Desirable  | Essential  |
| Friendly and outgoing, with a warm personality  |  | x  |
| Ability to take a non-judgmental and empathetic approach to supporting individuals with a variety of complex needs.  |  | x  |
| Good written and verbal communication skills  |  | x  |
| Working knowledge of IT packages (Word, Excel, Outlook)  |  | x page4image6321280 |
| Highly organised and able to manage time, prioritise and work well under pressure  |  | x page4image6737856 |
| Ability to problem solve and use initiative in a fast paced and changing environment  |  | x  |
| Reflective approach to work with ability to build on and learn from mistakes and feedback  | page4image6685632page4image6686208 | x  |
| Experience and understanding of the potential barriers to engaging diverse and deprived inner-city communities and strategies to overcome them  |  | x  |
| Highly motivated and passionate about supporting local communities to access volunteering opportunities and adult learning courses to improve wellbeing, foster good community relations and support people back into employment. |  | x |
| Ability to motivate and inspire others |  | x |
| Proactive learner, willing to learn new skills and approaches  | page4image6707200 | x  |
| Committed to the principles of equal opportunities and diversity  | page4image6693504 | x  |
| Knowledge and understanding of data protection, health and safety, safeguarding and boundaries  | x  |  |
| Ability to speak Arabic, Bengali, Somali or another second language | x |  |

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If shortlisted, interviews will be held on **22nd or 23rd October** with a possible second round of interviews.

**Equality and Diversity**

PDT is committed to the provision, on a fair and equitable basis, of all our services and all areas of our operations.

PDT recognises that discrimination exists and that there is a strong link between discrimination, poverty and lack of opportunity. It is PDT’s committed aim to enable access to existing and emerging opportunities and to empower all people living in Paddington and to others we work with, particularly those communities and people who have been excluded from mainstream services.

PDT will not discriminate on the grounds of race, ethnic origin, nationality, religion, culture, gender, sexual orientation, disability, HIV status, age or against ex-offenders.

**Further information**

If you have any questions about the role or require any special arrangements to be made to enable your application due to disability please contact Lucy Foster on 07958542914 or email lucy@pdt.org.uk.