



**Role: Project Support Worker**

**Salary: £21, 840 pro rata for 16 hours per week**

**Fixed term to March 2024 & continued subject to funding**

**Closing: 5pm Wednesday 14<sup>th</sup> September**

**Interviews: w/c 19<sup>th</sup> September**

This is an exciting opportunity to work within one of the Borders most dynamic charities.

At Abundant Borders we believe that everyone, regardless of their personal circumstances, has the right to healthy food and that everyone should be valued and supported within their community. We are working to create a network of community food gardens across the Scottish Borders, and we support individuals and communities in a wide range of food projects, food gardens, training courses, cooking classes, workshops and social activities.

Supported by Scottish Government Volunteer Support Fund and Impact Funding Partners, we are looking to appoint an enthusiastic, skilled individual to the role of Project Worker. Reporting to the Chief Officer, this person will work alongside the project's team to work to support current volunteers and recruit and support new volunteers, particularly those with additional support needs.

The Project Worker will:

- Support volunteers at the food gardens (between Eyemouth and Hawick)
- Support volunteers delivering the cooking and social food activities across the region
- Promote the organisation and the volunteering opportunities across the region, in person and through social and other media.
- Create a programme of activities to attract new volunteers, and support the staff team with workshops and events
- Work with the staff teams to develop ideas on how to make projects accessible to the wider community and to ensure that volunteering opportunities are accessible to all
- Help to develop individual packages for those who may need additional help to allow them to participate fully as a volunteer
- Ensure that the volunteer experience is communicated directly to the Board of Trustees, working with the volunteer representative on the Board
- Monitor, record and evaluate the experiences of volunteers, including collecting case studies
- Work with the staff and trustees to create and implement a programme to upskill existing volunteers, establishing Lead Volunteer opportunities for those interested in taking on additional responsibilities

We expect that the successful candidate will be an energetic, caring, friendly, outgoing person with excellent communication and organisational skills and be someone who is as committed to supporting individuals and communities in The Scottish Borders as we are.

For further information about us, please visit our website at [www.abundantborders.org.uk](http://www.abundantborders.org.uk)

For more information about the role: please contact [robin@abundantborders.org.uk](mailto:robin@abundantborders.org.uk)

To apply: please apply in writing, with cv to [karen@abundantborders.org.uk](mailto:karen@abundantborders.org.uk)



## **JOB DESCRIPTION**

### **Project Support Worker**

**Responsible to:** Chief Officer

**Responsible for:** Volunteer Support

#### **Job Purpose**

The Project Support Worker is responsible for recruiting and supporting volunteers and for the creation of a volunteer development programme.

#### **Key Responsibilities**

- Engage with local communities to promote and encourage volunteering
- Organise profile-raising events to attract new volunteers to Abundant Borders
- Generate appropriate volunteering opportunities based on the needs of the organisation and the needs of communities and individuals
- Develop a system for identifying and training volunteers for lead volunteering positions
- Monitor, support and motivate volunteers
- Manage the reimbursement of volunteer expenses
- Keep up to date with legislation and policy related to volunteering and inform Chief Officer of any necessary modifications to accommodate changes
- Work with multiple agencies across different sectors to establish good working relationships to influence decisions about volunteering in the Scottish Borders
- Work with the staff team to ensure that the register of volunteers and associated documents is accurate and up to date
- Develop and maintain systems for monitoring, evaluating and recording the volunteer experience
- Ensure that the volunteer experience is communicated to the Chief Officer and Trustees
- Support the staff team and volunteers in project delivery
- Undertake necessary administrative duties

#### **Conditions**

- The performance of the job requires a flexible approach to the work, with travel across the region and some evening and weekend work
- Holiday entitlement – 25 annual days pro rata (five of which must be taken during the Christmas/New Year holiday) plus ten public holidays
- Salary: £21,840 pro rata for 16 hours per week