



**VOLUNTARY ACTION
MERTHYR TYDFIL
GWEITHREDU GWIRFODDOL
MERTHYR TUDFUL**

TITLE:	Tackling Loneliness & Isolation Development Officer
HOURS:	37 hours per week
SALARY:	£23,398 – £28,485
PENSION:	10% employer contribution
ANNUAL LEAVE:	28 days plus 3 concessionary days (rising to 33 days after 5 years' service)
ACCOUNTABLE TO:	Chief Officer
LOCATION:	Merthyr Tydfil

Purpose of the Post

- To work collaboratively to tackle loneliness and isolation in Merthyr Tydfil and Rhondda Cynon Taf

Main duties and responsibilities

- To work in partnership with community groups, community hubs and other third sector services to develop initiatives that address loneliness in isolation in priority communities
- To develop new initiatives in priority communities co-productively with citizens
- To connect befriending services and their clients to other initiatives that tackle loneliness and isolation (eg grant funded and other non-commissioned third sector community based services as well as commissioned services)
- To support community group members to develop skills and knowledge to enhance their projects sustainability

- To support community groups / third sector organisations to make proposals that tackle loneliness and isolation and assist in the implementation of those projects
- To support the development of public sector volunteering by encouraging public sector employees to volunteer in their communities, support the development of employer supported volunteering schemes and assist in promotion of volunteering at pre-retirement events.
- Contributing to social media channels
- Contributing to the VAMT newsletter and website
- Provide project reports as required by the funder
- Provide quarterly reports against the VAMT Operational Plan as required by the Board
- Reporting on the Customer Relationship Management system and updating information on contacts and organisations

Other

- Attending and making good use of supervision
- Undertaking training as required
- Being prepared to work during evenings and at weekends from time to time, for which time off in lieu will be granted
- Participating in internal working groups to further VAMT's organisational and management development
- Undertaking other duties which are not detailed in this job description, but which meet VAMT's aims to assist and support the work of the third sector.