

Job Description

Job Title	Green Social Prescribing Project Officer
Date	June 2021
Job Purpose	<ul style="list-style-type: none"> • Work with green Voluntary and Community Sector (VCS) organisations to develop them in being able to achieve their objectives and to be sustainable. • Work with green VCS organisations to identify community needs. • To provide funding advice and information to green VCS groups. • Asset Mapping of green VCS organisations for Social Prescribing Link Workers and other referrers. • Develop Green Volunteer Programme at Nature in Mind. • Develop Green Social Prescribing GP Practice Accreditation.
Accountable to	Chief Executive Officer
Accountable for	Volunteers
Major tasks	<p>Work with VCS organisations Provide support to a portfolio of green VCS groups selected according to set criteria.</p> <p>Provide information and advice to green VCS groups through providing material for the NCVS website and answering queries.</p> <p>Promote effective partnership working between green VCS groups.</p> <p>Encourage groups to adopt best practice and to adhere to the principles of appropriate quality standards.</p> <p>Effectively signpost groups to colleagues and other sources of assistance where appropriate.</p> <p>Maintain up to date records of all enquires and case work as required by the Green Social Prescribing Programme.</p> <p>Training Develop a training programme to support Green Volunteers at Nature in Mind and other green VCS organisations.</p> <p>Train Nature in Mind staff to manage Green Volunteers.</p> <p>Funding advice and information To research and keep abreast of relevant funding opportunities for green VCS groups and to ensure that information is passed on in</p>

	<p>accessible ways.</p> <p>To work with green VCS organisations in applying for funding from the Green Social Prescribing programme and other sources.</p> <p>Facilitate the flow of information to and from colleagues to ensure that all of NCVS and green VCS groups are well informed of potential sources of information.</p> <p>Working with Volunteers Responsibility to recruit, train, develop and support volunteers for Green Volunteer roles at Nature in Mind and other green VCS organisations.</p> <p>Collecting Community Intelligence / Asset Mapping Carry out outreach visits to identify green VCS groups that are not on our database and to gather information about potential unmet needs.</p> <p>Contribute to identifying trends in the local green VCS community.</p> <p>Identify gaps in service and develop plans for filling gaps.</p> <p>Develop Green Social Prescribing GP Practice Accreditation Work with one GP practice to assist them to develop green working to encourage others to follow suit.</p> <p>Develop a toolkit for other GP practices to follow.</p>
<p>Specific Requirements</p>	<p>Some evening and weekend work may be required.</p>
<p>General Requirements</p>	<ul style="list-style-type: none"> • To manage own workload effectively. • Able to use Microsoft Outlook, or similar. • Be largely self servicing in terms of office administration. • Contribute to the development of NCVS as an effective organisation working in the interests of the voluntary sector. • Maintain up-to-date monitoring information and supply regular monitoring reports to Programme Manager. • Work co-operatively and flexibly as part of NCVS to deliver a quality service in line with our objectives. • Work within standards of good practice working with and involving volunteers. • Be committed to, and actively involved in, best practice in both internal and external communications. • Attend appropriate NCVS meetings, including staff and volunteers meetings, team meetings and others as appropriate. • To receive supervision and appraisal and be committed to own development • To be committed to and work within NCVS policies and procedures, including its Ethical Values Statement, Equality, Diversity, Harassment and Health and Safety policies. • Undertake any other tasks as deemed appropriate by NCVS management.

Contract details	Fixed Term until March 2023 with possible extension – subject to funding 35 Hours per week
Terms and conditions	<ul style="list-style-type: none"> • Flexible working hours, using a TOIL system. • Paid sick leave, dependent on length of service. • Up to 5% pension contribution, dependent on employee's own contribution. • NCVS has a comprehensive Staff Handbook, which outlines the terms and conditions applicable to this post.
Salary	£26,000 per annum
Last modified by:	Jules Sebelin
Last modified on:	2 June 2021