

# Sustainable Livelihoods project officer

## Job Description



### Background



Set up by Church Action on Poverty, Thrive is an action-research and campaigning organisation in Stockton-on-Tees, working in deprived areas for the wellbeing of the communities. Thrive undertakes community organising to train local people who are not part of decision-making structures so that they can make a real difference in their communities.

### Purpose of the job

The aim of this project is to improve people's livelihoods in Thornaby and Stockton. The job-holder will be responsible for developing a sustainable livelihoods approach to use with women referred to Thrive by the Job Centre and GPs. A sustainable livelihoods approach takes as its starting point not deprivation but 'assets': the strengths and capabilities of people living in poverty. It looks at the multitude of factors that have an effect on people's lives, and we believe that this approach leads to a much fuller understanding of people's lives and therefore a much greater chance of developing effective interventions for people.

The post-holder will be responsible for brokering a relationship with Job Centre Plus for referrals, training and managing volunteers, and developing and using monitoring and evaluation systems.

The project is funded by Oxfam's UK Poverty Programme, and the post-holder will be expected to maintain relationships with Oxfam and meet their reporting requirements.

### Principal duties

The main duty of the post-holder will be to oversee the implementation of this project which includes developing a relationship with Job Centre Plus and any other appropriate agencies, developing sustainable livelihoods tools to be used with people referred to Thrive by Job Centre Plus, and recruiting and managing volunteers.

### In order to carry out this work, the job tasks are as follows:

- Broker a relationship with Job Centre Plus, with some support from the Thrive Manager, regarding using a Sustainable Livelihoods Approach to work with people referred by the Job Centre.
- Develop other referral pathways where necessary and recruit suitable participants into the project.
- Manage the ongoing relationship with Job Centre Plus
- Work alongside Oxfam to deliver training on sustainable livelihoods to Job Centre Plus staff
- Work alongside Oxfam to develop Sustainable Livelihood tools to use with volunteers
- Recruit, train and manage project volunteers
- Manage and report on project budget, including volunteer expenses
- Keep accurate records related to the project's development, including meeting minutes and information such as baseline info and women's progression regarding people being referred to the project
- Develop and maintain monitoring and evaluation systems
- Communicate regularly with and report to Oxfam.

### Accountability/reporting arrangements

- Employed by Church Action on Poverty
- Accountable to and given line management by the Thrive Project Manager

### Terms and conditions

- Contracted for 40 hours per four-week period, to be worked flexibly
- Fixed-term contract to 31 March 2012
- Church Action on Poverty salary band D: spinal column points 29–34, starting at point 29 (currently equating to £24,646 per annum pro rata)
- All posts at Church Action on Poverty are subject to a probationary period of six months. This is a fixed-term temporary post until March 2012 only. The post-holder's progress and performance will be reviewed before the end of this period so that the employment can be confirmed or terminated.
- 25 days' holiday per annum (plus statutory bank holidays) pro rata
- An employer's pension contribution of up to 10% is payable provided the employee makes a contribution of 5%
- The post is based in Stockton.

### Person specification – essential

Criteria	Assessed by
<b>Skills/knowledge</b>	
Understanding of gender issues and commitment to gender equality	A I
Understanding and use of community development techniques	A I R
Well-grounded understanding of poverty in the UK, including experience of working with people living in poverty	A I R
Good written and spoken communication skills	A I R
Able to work independently, with sound judgement, good time management and prioritisation skills	A I R
<b>Experience</b>	
Experience of project development and delivery within short timescales	A I R
Experience of working with and managing volunteers	A I R
<b>Work-related circumstances</b>	
Willingness to work some evenings and weekends	A I R
Willingness to undergo training and supervision: ongoing training and supervision will be provided by the project manager and the post-holder must show a willingness to undergo this wherever available	I R

### Person specification – desirable

Criteria	Assessed by
Experience working with statutory bodies such as Job Centre Plus	A
Experience managing budgets and running expenses schemes	A
Experience of delivering training	A
Understanding of using a sustainable livelihoods approach	A I R

*A = Application; I = Interview; R = Reference*

# Application for employment

## Confidential



Church Action  
on Poverty

Job applied for: \_\_\_\_\_ Closing date: \_\_\_\_\_

### Personal details

Surname: \_\_\_\_\_ Other names: \_\_\_\_\_

Permanent residential address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Daytime telephone: \_\_\_\_\_ Evening telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

Where did you see this job advertised? \_\_\_\_\_

### Referees

Please give the names and addresses of two people who can provide references. Do not include relatives (unless your current or previous employer is a relative). **If you are at present employed, please give details of your present employer. If not currently employed, please give the details of your last employer.**

#### First referee

*Delete as appropriate:*

Current employer / former employer / friend / other (*specify*): \_\_\_\_\_

Name: \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

Email address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Tick here if you do not wish us to approach this person without prior permission.

#### Second referee

*Delete as appropriate:*

Current employer / former employer / friend / other (*specify*): \_\_\_\_\_

Name: \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

Email address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Tick here if you do not wish us to approach this person without prior permission.

## Equal Opportunities monitoring

The information in this section will be treated in the strictest confidence, and used to produce overall statistics about recruitment and selection, and to take action to prevent discrimination.

### Gender

Please put a tick in one of these boxes.

I am... Female  Male

### Disability

Please put a tick in one of these boxes.

Do you consider yourself to be a disabled person? Yes  No

Please give further details if you wish:

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### Age

Please put a tick in one of these boxes.

I am.. under 18  18-24  25-44  45-64  65 or over

### Ethnic origin

Please put a tick in one of these boxes.

I would describe my ethnic origin as...

Bangladeshi <input type="checkbox"/>	Caribbean <input type="checkbox"/>
East African Asian <input type="checkbox"/>	African <input type="checkbox"/>
Indian <input type="checkbox"/>	Other Black ( <i>please specify</i> ) <input type="checkbox"/>
Pakistani <input type="checkbox"/>	<hr/>
Chinese <input type="checkbox"/>	White & Black Caribbean <input type="checkbox"/>
Vietnamese <input type="checkbox"/>	White & Black African <input type="checkbox"/>
Other Asian ( <i>please specify</i> ) <input type="checkbox"/>	White & Asian <input type="checkbox"/>
<hr/>	Other Mixed Origin ( <i>please specify</i> ) <input type="checkbox"/>
Middle Eastern <input type="checkbox"/>	<hr/>
	Irish <input type="checkbox"/>
	White British <input type="checkbox"/>
	Other White ( <i>please specify</i> ) <input type="checkbox"/>
	<hr/>

## Work experience

Please give details of past and present work. This can be paid work, voluntary work, work at home, time spent raising a family, etc. All time since leaving full-time education should be accounted for. **Start with the most recent. Use the space below and please do not attach a CV.**

Name and address of employer or organisation	Job title or role	Paid? (yes/no)	Main duties	From	To (month/ year)	Reason for leaving

**Qualifications**

Academic and/or professional

Date	Qualification	Level	Where obtained

**Training**

*Include any short courses you have taken.*

From	To	Details

## Personal statement

Your application pack includes a person specification. This is very important because it lists the essential requirements necessary for this job. **Please follow the steps below before completing this section.**

- 1) Study the person specification very carefully. It shows which of the requirements listed will be assessed from the application form. This means that the panel will be looking for evidence that you meet these particular requirements from the information you give in the space below.
- 2) Please show concrete evidence and real examples of how you meet each of these requirements. **Remember if you do not show that you meet these requirements, it will not be possible to shortlist you for an interview.** Please continue on separate sheets if required.

## Disabled applicants

Where the successful applicant is a disabled person, every effort will be made to supply all necessary adaptations, employment aids or equipment to enable them to carry out the full duties of the job.

If, however, you feel that a certain aspect of the job may still prove unachievable by you, and this is due to the nature of your impairment, then the panel will give full consideration to the possibility of redesigning the job to remove that particular barrier. If you wish to bring such a matter to the panel's attention at this stage, please do so in the space below. If you have no such matter to raise, then simply leave this space blank.

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## Health and medical conditions

Do you suffer from any medical conditions that might affect your ability to carry out the job?

Yes  No

*If yes, please give details:*

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## Period of notice

How soon after an offer of employment would you be able to start the job?

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## Declaration

I confirm that to the best of my knowledge the information I have provided in this application (including home address and self-declaration) is correct and true. I realise that if it is found that I have deliberately given false or misleading information I am liable to be disqualified from further consideration or, if appointed, to be dismissed immediately and without notice.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

*Please return to Church Action on Poverty, Dale House, 35 Dale Street, Manchester M1 2HF*