

LARC DEVELOPMENT TRUST – JOB DESCRIPTION

ROLE TITLE: TIME CURRENCY PROJECT OFFICER

RESPONSIBLE TO: CHIEF EXECUTIVE OFFICER

RESPONSIBLE FOR: NO STAFF MANAGEMENT RESPONSIBILITY

LOCATION: GRANGE COURT, PINSLEY ROAD, LEOMINSTER, HR6 8NL

MAIN PURPOSE OF ROLE

To establish a Time Currency, supported by a Smart Phone application (APP) to value volunteer time across community groups.

Phase 1 is the development of core delivery mechanisms.

KEY RESULT AREAS

Create a system for people to exchange their volunteering time for other activities and opportunities.

Create a common bond across communities, voluntary groups, business and service providers leading to an improvement in quality of life and access to services for all.

KEY RESPONSIBILITIES

To develop core delivery mechanisms including:

- A bank of opportunities for volunteers to participate in earning and using the Time Currency.
- A bank of spending opportunities to use the Time Currency.
- A database of active groups and people across the area with their skills, interests and needs clearly defined. This will be used to link people with similar interests and skills to create new projects or support existing ones.
- Working with a provider to draw up the specification for the on-line APP. using Smart Phone technology.
- Putting in place a project delivery action plan.
- The style and form of the physical currency and its production.
- The development and delivery of an organisational support package.
- Support for local networks of groups and organisations.
- An administrative hub for the co-ordination and support of the project.
- A pool of volunteers who will assist the creation and delivery of the Time Currency.
- A training and support programme for Time Currency volunteers in understanding their importance, obligations and roles.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications		
Experience	<ul style="list-style-type: none"> • Using social media platforms such as Facebook or Twitter. • Project management. • Budget management. • Responding appropriately to urgent issues as they arise. • Relevant experience of working with voluntary groups including recruiting and working with volunteers. 	<ul style="list-style-type: none"> • Able to demonstrate technical knowledge of delivering a Time Currency project though previous work experience. • Working in a social enterprise • Providing services to the public. • Managing volunteers. • Demonstrable ability to plan and execute a project development cycle.
Skills, Knowledge and Abilities	<ul style="list-style-type: none"> • Project management. • Good IT skills including use of financial and database packages. • Good communication and inter-personal skills. • Problem solving including ability to multi-task and prioritise workload. • Able to work outside office hours, including evenings, weekends and bank holidays. 	<ul style="list-style-type: none"> • Knowledge of the key issues relating to volunteering. • Knowledge of use of Smart Phone applications for a social purpose.
Personal Attributes	<ul style="list-style-type: none"> • Enthusiasm for local currencies and tackling inequality. • A practical, flexible and innovative approach to work. 	