

<b>CS Local Development Opportunity Profile</b>	
Effective date:	September 2014
Role Title:	Volunteering and Engaging Our Schools Lead/Team Member
Grade:	Any grades may be considered
Business/Function:	Civil Service Local: North East and Yorkshire and the Humber
Time Commitment:	<p><b>Model One</b> Lead or join a cross-departmental team to develop and deliver a day of activities in a local school Lead - 1 day per week for 3 months (Can be combined with current work) Team Member – Up to 3 days preparation / 1 day delivery</p> <p><b>Model Two</b> Lead or join a team in your office to work with Year 10 pupils over 6 weeks to prepare them for working life after school. Pupils come into local office once a week. ½ day per visit. 5 days over 8 weeks.</p>
Context:	<p>Civil Service Local is a cross-government programme, working closely with the Cabinet Office and engaging with our agencies and departments to influence the delivery of Civil Service Reform.</p> <p>Our challenge is to identify, develop and deliver initiatives that result in:</p> <ul style="list-style-type: none"> <li>• better opportunities for staff;</li> <li>• better services for the public;</li> <li>• better value for money.</li> </ul> <p>Civil Service Local works across government departments in the North East and is funded by HMRC, DWP, MoJ. HO and MoD.</p>
Role Purpose	<p>This role is in the CS Local North East, Yorks and Humber Team and will be responsible for leading on/participating in a series of volunteering activities with young people and engagement activities with local schools.</p> <p>The role forms part of a series of interventions with young people in support of the government employability agenda and combines development for Civil Servants with volunteering opportunities.</p> <p>Objectives include:</p> <ul style="list-style-type: none"> <li>• Improving confidence and skills of young people in areas of multiple deprivation to better equip them to move into employment;</li> <li>• Improving staff confidence and skills in project management, facilitation, mentoring and people engagement;</li> <li>• Developing links between the Civil Service and local communities they serve by fostering longer-term relationships</li> <li>• Promote volunteering and contribute to government agenda of working across the public sector.</li> </ul>
Responsibilities/Tasks:	<ul style="list-style-type: none"> <li>• Identify and work with at least one school for participation in the Engaging our Schools Programme (EOSP);</li> <li>• Work with volunteers for EOSP;</li> <li>• Work with the Project Manager to deliver the project and ensure developmental objectives are met;</li> <li>• Update CS Local on progress;</li> <li>• Work with stakeholders and customers in all government departments in the North East.</li> </ul>
Management of	No direct line management. Co-ordinate or participate in a cross-

people:	departmental team.
Key Interactions:	<p>The job holder will work with and engage:</p> <ul style="list-style-type: none"> <li>• CS Local North East Programme Team;</li> <li>• The DWP North East Community 10,000 Volunteering Co-ordinator;</li> <li>• Stakeholders and customers from all government departments in the North East;</li> <li>• Customers from local organisations and communities who may interact with CS Local North East;</li> <li>• Local Education Authorities in deprived areas;</li> <li>• Head teachers in adopted schools.</li> </ul>
Performance Metrics:	<p>Success in the role will be measured by:</p> <ul style="list-style-type: none"> <li>• Delivery against objectives and targets for the project;</li> <li>• Effectiveness, completeness and delivery of performance reports.</li> </ul>
Academic/Professional Qualifications	None required.
Specialist Knowledge and experience	None required.
Behaviours and Core Competencies	<p><b>Seeing the Big Picture</b> Be alert to emerging issues and trends which might impact or benefit participants.</p> <p><b>Leading and Communicating</b> Communicate in a succinct, engaging manner; Communicate using appropriate styles, methods, and timing, to maximize understanding and impact.</p> <p><b>Collaborating and Partnering</b> Invest time to create a common focus and genuine team spirit.</p> <p><b>Building Capability for All</b> Value and respond to different personal needs in the team using these to develop others and promote inclusiveness. Continually seek and act on feedback to evaluate and improve their own and team's performance.</p>
Role Specifics	<p><b>Location:</b> The team is based in Benton Park View, Newcastle Upon Tyne but the work can be done from the job holder's home office.</p> <p><b>Placement:</b> This is suitable as either meaningful work or as a development opportunity. The position would suit a full-time (in addition to other duties) or part-time worker. The project is for 8 weeks to 3 months initially, but may be extended as appropriate.</p> <p><b>Funding:</b> Home departments will need to meet salary and expenses during the placement. Line Manager Permission must be obtained before expressing interest in this opportunity.</p> <p>Expressions of Interest to <a href="mailto:anna.bradley@csresourcing.gsi.gov.uk">anna.bradley@csresourcing.gsi.gov.uk</a>.</p>

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