

## PROTECT

<b>Project Lead, Civil Service Local</b>	
Role Title:	<p>Volunteering Project Lead – for the following subjects;</p> <p>Care leavers Social Outreach Prisons</p>
Eligibility:	<p>Substantive EO and above.</p> <p>The position is on a loan basis. It is available on a full-time or part-time basis. The post will be for a period of 12 months (subject to agreement by Civil Service Local and the applicant's home department).</p> <p><b>FUNDING: HOME DEPARTMENTS WILL NEED TO MEET SALARY AND, PREFERABLY, EXPENSES DURING THE LOAN.</b></p>
Business/Function where this type of role exists:	Civil Service Local Midlands.
Location:	The role can be based in any Midlands location but will involve regular trips to Birmingham or Nottingham to access on-line documentation and liaise with the Civil Service Local Midlands team. Other travel will be involved but this will be mostly in the Midlands.
Context:	<p>CS Local is a cross departmental initiative and part of Cabinet Office's Strategy team.</p> <p>Our purpose is to bring together departments and agencies within each locality to deliver actions and opportunities that will bring the new vision for the Civil Service to life and encourage more of us to be part of it.</p> <p>We do this through:</p> <p><b>Connecting:</b> Develop local connectivity between departments. Encourage greater effectiveness through sharing resources, expertise and developing strong local networks.</p> <p><b>Citizens:</b> Improve social mobility and the life chances of vulnerable citizens in our local communities by harnessing the voluntary power of the Civil Service.</p> <p><b>Capability:</b> Build the capability of the Civil Service by design and delivery of cross departmental initiatives in each region that promote priority skills and better leadership.</p> <p>And improving</p> <p><b>Impact:</b> Champion the vision for the Civil Service by engaging Civil Servants in all regions, raising awareness, promoting inclusion and encouraging participation.</p> <p><b>Innovation:</b> Encourage a culture of innovation through the design and piloting of creative solutions and new ways of working together.</p> <p><b>Investment:</b> Demonstrate the efficiency of connection and innovation by adding twice the value of the investment in Civil Service Local.</p> <p>Civil Service Local in the Midlands has been operating for over 5 years in its current form, and has a programme of initiatives that seek to</p>

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	<p>meet the national objectives, contribute to the Civil Service Vision and deliver objectives that meet the needs of the region.</p>
<p>Job Description</p>	<p>Civil Service Local is a key route to delivering the Civil Service Reform which will seek to deliver government aims of creating a modern and highly-skilled workforce that can deliver the efficiencies and changes required for future success.</p> <p>The Civil Service, with the support of ministers, has committed 30,000 days to support the voluntary sector. Civil Service Local is supporting departments to make best use of that commitment by identifying volunteering opportunities that offer wide ranging development opportunities. This will enable staff to maximise their opportunities and help departments ensure their commitment will realise clear benefits in engagement, team building and individual development. Creating stronger links with communities directly supports the civil service reform. The role will aim to ensure that staff and departments also benefit from the development that can be achieved through volunteering.</p> <p>It also offers the chance to enhance project management and networking skills across departments, to learn more about the delivery of public services and contribute to the successful delivery of products and approaches which will benefit civil servants.</p>
<p>Responsibilities/Tasks</p>	<p>The Project Lead will:</p> <ol style="list-style-type: none"> <li>1) Be responsible for the development of a specific project or theme. This will require the engagement of stakeholders and project teams from across the Civil Service and other public sector bodies as appropriate, and interaction with customers and stakeholders from a range of organisations across the region or the country.</li> </ol> <p>Specific elements include:</p> <ul style="list-style-type: none"> <li>• Project scoping, development and planning</li> <li>• Engaging stakeholders and customers</li> <li>• Monitoring and review including completing performance reports and updates as required</li> </ul> <ol style="list-style-type: none"> <li>2) Develop a wide range of volunteering opportunities for Civil Servants in line with the Civil Service Reform and Civil Service Local Midlands priorities.</li> <li>3) Development and delivery of new projects focusing on either prisons, schools or social outreach by building new and existing relationships to facilitate the delivery and implementation of projects across the region.</li> <li>4) Promote opportunities across the region and secure volunteers to successfully deliver new projects.</li> <li>5) Agree methods to monitor the benefits of the scheme in line with Civil Service Locals objectives.</li> </ol>

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<p>Behaviours and Core Competencies required</p>	<p><b>Leading and Communicating – leading from the front and communicating with clarity, conviction and enthusiasm.</b></p> <ul style="list-style-type: none"> <li>● Put forward your own views in a clear and constructive manner, choosing an appropriate communication method e.g e-mail, telephone/face to face</li> <li>● Act in a fair and respectful way in dealing with others</li> <li>● Write clearly in plain, simple language</li> </ul> <p><b>Collaborating and Partnering – working collaboratively, sharing information and building supportive, responsive relationships with colleagues and stakeholders. Whilst having the confidence to challenge assumptions</b></p> <ul style="list-style-type: none"> <li>● Proactively contribute to the work of the whole team</li> <li>● Seek help when needed in order to complete own work effectively</li> <li>● Be open to taking on different roles</li> </ul> <p><b>Delivering at Pace – working to agreed goals and activities and dealing with challenges in a responsive and constructive way</b></p> <ul style="list-style-type: none"> <li>● Work with energy and pace to get the job done</li> <li>● Take responsibility for the quality of own work and keep manager informed of how the work is progressing</li> </ul>
<p>Learning requirements</p>	<p>None.</p>
<p>More information</p>	<p>For more information about the roles please email <a href="mailto:cslocalmidlands@cabinetoffice.gov.uk">cslocalmidlands@cabinetoffice.gov.uk</a></p>
<p>Application and Selection process</p>	<p>Applications are invited on an Expression of Interest basis using the attached form. <b>Applications should be sent to:</b> <a href="mailto:cslocalmidlands@cabinetoffice.gov.uk">cslocalmidlands@cabinetoffice.gov.uk</a> <b>by close of play Friday 25th of January 2019. Interviews will be held in February 2019, date to be confirmed.</b></p>

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**Project Lead**

**Expression of Interest Application Form**

**Full Name**

**Government Department**

**Current Job Title and  
Substantive Grade**

**Current Office Address  
And Telephone Number**

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**Why would you like to apply for the role of Project Lead for Civil Service Local Midlands?**

**Please give a brief description of any skills and experience, for the competency Leading and Communicating. (200 word count maximum.)**

**Please give a brief description of any skills and experience, for the competency Delivering at Pace. (200 word count maximum.)**

**Please give a brief description of any skills, and experience for the competency Collaborating and Partnering. (200 word count maximum.)**

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**Are there any competencies you would like to develop whilst working with Civil Service Local?**

<b>Applicants Signature</b>		<b>Date</b>	
<b>Line Managers Signature</b>		<b>Date</b>	