# Job Description

# EVI Community Support Officer

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Salary: **£24,410 per annum (pro-rata)**

Location: **Ebbw Vale**

Hours of work: **17.5 hours per week**

Holidays: **23 days per annum** **(pro-rata) rising to 25 days from April 2024**

Probationary period: **3 months**

Responsible to: **EVI Centre Manager**

Work Base: **Ebbw Vale Institute**

**EVI Mission**: To work with local communities and beyond to create a centre of excellence to be proud of in which people can participate in, learn, create, and be entertained, in keeping with the original ethos of the Ebbw Vale Institute.

**ProMo Cymru Vision**: Working to ensure young people and communities are informed, engaged, connected, and heard.

**Main Purpose of Post:**

To support the development of community services and activities at Ebbw Vale Institute made possible through the UKSPF Community and Place Grant. To promote the best possible image of ProMo Cymru and Ebbw Vale Institute through your excellent customer service skills.

For further information please visit:

* ProMo Cymru: www.promo.cymru
* EVI: www.evi.cymru

**Responsibilities:**

* + To maintain, promote and raise awareness of services, activities, and events at Ebbw Vale Institute through community engagement.
	+ To create and develop a Community Luncheon Club at EVI
	+ To create and develop an Afternoon Film Club at EVI
	+ To create and develop a Dementia Café for people living with dementia and their carers
	+ To support the Volunteer Coordinator to develop a Volunteer Car Scheme from EVI
	+ To provide a courteous welcome and signposting of visitors to EVI
	+ To contribute to social media (or similar) content, campaigns, and activity where appropriate and as required
	+ To attend, participate and engage with any relevant and appropriate meetings, as required
	+ To engage with organisations, young people and community members and support them as required
	+ To support the monitoring and reporting to UKSPF Community and Place through Blaenau Gwent County Borough Council
	+ To work as part of a team and attend monthly team meetings
	+ To be responsible for your own learning and development alongside provision made by ProMo Cymru
	+ To be responsible for your own health and safety, and well-being and adhere to ProMo Cymru Health & Safety Policy
	+ To cooperate with requests from management and administration
	+ To work flexibly and undertake other reasonable duties as required

**The post-holder will be expected to undertake any other reasonable duties and tasks as requested and required, but which may not be specified within the job description.**

**This job description may be subject to review and changed to include such duties and responsibilities as are determined in consultation with the post holder. It is not intended to be rigid or inflexible, but should be regarded as providing a framework within which the individual works.**