**Job Description –** **Volunteer Co-Ordinator**

**Full Time 37 hours - Permanent**

**Salary – £23,500 per annum**

**Responsible to - Rotherfed Project Manager**

**Main Purpose of the Job**

Assessing and meeting the Federation's needs through the recruitment, placement, and retention of volunteers.

Manage volunteers and the relationships with those they meet, including employees and service users of the Federation. Monitor, evaluate and mentor volunteers.

**Duties and Responsibilities**

* To deliver specific outputs and outcomes as determined by funding requirements,
* Maintain databases and capture required data/evidence and report on progress on an ongoing basis.
* Generate appropriate volunteering opportunities and role descriptions based on the needs of the Federation.
* Ensure there is appropriate support and training for volunteers.
* Promote volunteering (internally and externally) through recruitment and publicity strategies and campaigns.
* Organise profile-raising events to attract new volunteers.
* Interview and recruit volunteers and ensure they are appropriately matched and trained for a position.
* Organise rotas and provide induction and training.
* Monitor, support, motivate and mentor volunteers and their work.
* Celebrate volunteering by nominating volunteers for awards and organise celebration events.
* Offer advice and information to volunteers and external organisations through face-to-face, telephone and email contact.
* Manage budgets and resources, including the reimbursement of expenses.
* Keep up to date with legislation and policy related to volunteering and make any necessary modifications to accommodate changes.
* Work with multiple agencies across different sectors to establish good working relationships to influence decisions about volunteering.
* Raise staff awareness of the roles and the functions of volunteers.
* Monitor and evaluate activities and write reports for funders and trustees.
* To work flexible hours according to the needs of the Federation
* To be able to work in all areas of the Borough and surrounding areas.
* Undertake training and development activities and attend relevant meetings and courses.
* To be aware of and comply with relevant health and safety, safeguarding, child protection, operational, personnel, data protection and financial regulations, policies, and procedures
* To ensure equality of opportunity and delivery of a quality service are key principles in pursuing all the above
* Undertake other duties as determined by the line manager

**Person Specification**

**Volunteer Co-Ordinator**

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| --- | --- | --- | --- |
| Personal Skills/Characteristics | **Essential** | **Desirable** | **Shortlisting Criteria** |
| 1. **Experience**    1. 2 years’ experience of recruiting, managing, and working with volunteers.    2. 2 years’ experience of training, mentoring, and developing volunteers.    3. Knowledge of the voluntary and community sector.    4. Experience of working as part of a team in a community organisation.    5. Experience of updating websites and social media.    6. Awareness of key local issues in health and social care. | **X**  **X**  **X**  **X**  **X**  **X** |  | **X**  **X**  **X**  **X**  **X**  **X** |
| 1. **Qualifications & Training** 2. 2 years’ experience in a related post and able to demonstrate competence to undertake the duties required. 3. Accredited Level 3 Community Volunteering or Community Development Qualification or other transferrable qualifications 4. Ability to demonstrate continuous improvement and self-development | **X**  **X** | **X** | **X**  **X** |
| 1. **Special Skills/Knowledge** 2. Ability to work with a diverse range of people and groups from different backgrounds. 3. An understanding of the principles and practices that underpin effective volunteer management. 4. An understanding of Safeguarding and Child Protection Issues 5. An understanding of the barriers to community involvement and how these may be overcome. 6. Understanding of inclusion and issues relating to deprived communities. 7. Ability to write and present reports to a wide range of groups. 8. A knowledge and understanding of community organising. | **X**  **X**  **X**  **X**  **X**  **X** | **X** | **X**  **X**  **X**  **X**  **X** |
| 1. **Personal Qualities** 2. Ability to organise, plan and prioritise on own initiative, including when under pressure and meeting deadlines. 3. High level of written and oral communication skills. 4. Ability to work flexibly and enthusiastically within a team or on own initiative. 5. Enthusiasm, drive, and resilience. 6. Knowledge of and commitment to equal opportunities. | **X**  **X**  **X**  **X**  **X** |  |  |
| 1. **Further Requirements** 2. Willingness to work flexible hours when required to meet work demands. 3. Regular attendance at meetings and events outside normal working hours. 4. Willingness to undertake Enhanced   DBS Check | **X**  **X**  **X** |  |  |
| 1. **Physical Requirements** 2. Clean driving licence and ability to travel to various locations during the course of employment as required. 3. No serious health problem which is likely to impact on job performance (that is one that cannot be accommodated by reasonable adjustments) 4. Good sickness/attendance record in current/previous employment, college, or school as appropriate (not including absence resulting from disability) | **X**  **X**  **X** |  |  |

Key: AF = Application form. I = Interview. R = Reference P= Presentation