**Job Description**

**Job Title: Volunteer Co-ordinator**

**Salary: £13.09 per hour**

**Hours of work: 18.5 hours per week (days/times to be agreed)**

**Contract Term: Subject to a 6 month probationary period**

**Job Purpose**:

To engage with parents and community members in order to recruit and retain volunteers to assist with the delivery of a range of activities and opportunities across the Trust.

**Duties and responsibilities:**

**All staff employed by the Trust have an individual responsibility for promoting and safeguarding the welfare of the children, young people and vulnerable adults whom they are responsible for or come into contact with.**

1. To take overall responsibility for the volunteering programme at St. Paul’s Trust implementing and managing a Volunteer Framework.
2. To develop role descriptions and undertake marketing, in order to recruit volunteers, conduct interviewing, DBS checks, Induction and record keeping
3. To recruit volunteers from existing and previous service users and the wider community.
4. To identify volunteering roles within an organisation, matching and supporting volunteers into that role.
5. To develop and implement a programme of supervision to support volunteers and placement supervisors.
6. To design and deliver relevant training for volunteers and to support volunteers to access other appropriate training as required.
7. To track volunteers: Monitoring & Evaluation, Satisfaction Surveys, Exit interviews, Case Studies & Volunteer Profiles.
8. To act as Champion for Volunteering and contribute to the Champion Networks, sharing and disseminating good practice models.
9. To be familiar with policies and procedures of the Trust and uphold them, especially those relating to Safeguarding and Child Protection, Health and Safety, GDPR and Equalities.
10. To participate in the Trust’s performance management scheme.
11. To undertake personal professional development and training as appropriate.
12. To assist with organising and running community events in Balsall Heath as appropriate.
13. To participate in the supervision process including the Probationary Review.
14. To undertake any other duties commensurate with the role and responsibilities of the post as agreed with your Line Manager.

**Supervision received: Named Senior Manager Supervision exercised: Volunteers as required**

**Person Specification**

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| **METHOD OF ASSESSMENT (MOA)** |
| **A** | APPLICATION FORM | **I** | INTERVIEW | **T** | TEST |

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| **Criteria**  | **Essential**  | **Method of Assessment** | **Desirable**  |
| EXPERIENCE/ KNOWLEDGE | Managing or supervising staff or volunteers | A | Working within Quality Framework/ National Occupational Standard for Volunteers is desirable |
|  | Experience of the voluntary sector or ability to understand the voluntary sector  | A/I | knowledge of the legal framework around volunteering |
|  | Recruiting volunteers, preferably in a similar environment | A/I |
|  | Mentoring and/or coaching of others | A/I |
|  | Designing and delivering training, preferably for volunteers | A/I |
|  | Experience of volunteering programmes | A/I |
|  | An understanding of Equality & Diversity | A |  |
|  | The principles and practice of high quality volunteering schemes | A/I |  |
| SKILLS AND ABILITIES | Motivating and inspiring people and encouraging them to volunteer | A/I | evaluation & monitoring skills and ability to write reports |
| Writing promotional/ recruitment materials | A |
| Positive promotion of the benefit of volunteering | A/I |
| Excellent communication skills, able to converse with a range of audiences using different formats. | A |
| Good interpersonal & listening skills and ability to support individuals who lack confidence and experience | A/I |
| Good use of IT, including managing an Excel data base. | A |
| Knowledge and understanding of Safeguarding and Equal opportunities | I |
| QUALIFICATIONS & TRAINING | Level 3 in related field: For example – HR support, Health & Social Care, Community Engagement/partnership | A |  |
| Maths & English GCSE (or equivalent) | A/I |
| Willingness to undertake Continued Professional Development | I |
| EQUALITIES | Understanding of, and commitment to equality of opportunity and the ability to apply this  | I |  |
| FURTHER REQUIREMENT | It is essential that all candidates are deemed suitable to work with children and/or vulnerable people. |