

**Job Title:** Volunteer Co-ordinator

**Salary:** £ 26,137 pa (Fixed Term Contract 6 months 18:75 hours £13,068)

**Report to:** Finance and Resourcing Manager

**Responsible for:** Volunteers

### Summary of Job Role:

To coordinate and develop Safer Places volunteering programme which involves volunteers in a range of projects focussed on sustainable resource use. The Volunteer Coordinator will recruit, train and support volunteers in a variety of roles across the organisation. Liaise with external organisations to promote Safer Places volunteering opportunities via a wide range of communication methods.

### Main Responsibilities:

#### Corporate

1. To maintain and demonstrate a commitment to the Organisation's vision and values and strategic aims and objectives.
2. To maintain high standards of professionalism and keep abreast of current legislation, standards, best practice and maintain a focus of continuous improvement.
3. To maintain knowledge of the Organisation's operating environment.

#### Volunteer recruitment, training and support

1. To develop and maintain links with local community groups and other organisations and businesses in order to recruit volunteers
2. To match volunteers with suitable volunteering opportunities within Safer Places
3. To coordinate, develop and deliver appropriate training for volunteers
4. To develop and maintain links with external training providers for the progression of volunteers
5. To monitor and review volunteer placements to ensure volunteers receive sufficient support and achieve their goals.

#### Volunteer management

1. To develop good practice policies and procedures in volunteer management and ensure Safer Places' staff are fully trained in these practices
2. To work with staff to develop new volunteering opportunities within Safer Places.

#### Partnership working

3. To develop and maintain good working relationships and referral pathways with relevant organisations who provide training and volunteering opportunities for volunteers.

#### Information, marketing and promotion

1. To design a range of marketing materials in accessible formats to promote Safer Places and its volunteering programme
2. To disseminate marketing materials to a wide range of audiences
3. To attend events, such as volunteer fairs and community events, to promote Safer Places volunteering programme
4. To organise recruitment events, such as workshops and talks, to promote Safer Places volunteering programme
5. To promote Safer Places' volunteering opportunities via social media, Safer Places newsletter bulletins and through Safer Places' website.
6. To utilise local and regional networks and brokerage services to promote Safer Places' volunteering opportunities.

### **Monitoring and evaluation**

1. To ensure the funding requirements are met and that the impact of the work is recorded, monitored and evaluated
2. To provide reports as required
3. To ensure Safer Places' databases are accurately updated and maintained.

### **Fundraising**

1. To assist in securing additional resources through funding bids and other methods (e.g. sponsorship campaigns and fundraising events) for the volunteering programme.

### **General**

1. The role holder will be expected to perform any other duties that may reasonably be asked of them.
2. Comply with data protection legislation, confidentiality and information sharing policy and procedures and all legislation connected to your work
3. Remain up-to-date and compliant with all organisational procedures policies and professional codes of conduct and uphold standards of best practice.
4. The role holder will be able to work within the Safeguarding arena following organisation policies and procedures, be able to Recognise; Respond to; Report and Record Safeguarding issues and to understand Safeguarding Referral Pathways and where appropriate make and support staff to make high quality Safeguarding Referrals
5. Respect and value the diversity of the community in which the service works in, providing a service that recognises the diverse needs of victims.

## Person Specification

### Volunteer Coordinator

DIMENSION		Relevance	How demonstrated	Further action	Score
EXPERIENCE	Experience of Managing and recruiting Volunteers	Essential		Interview question	
	Experience of working with confidential information	Essential		Interview question	
	Experience of partnership working	Essential		Interview question	
KNOWLEDGE	Able to communicate effectively with a broad range of people	Essential	Application form	Shortlist - score	
	Have an understanding of Data Protection Legislation and Confidentiality	Essential	Application form	Shortlist - score	
	An understanding of the impact of domestic abuse on victims and their children	Desirable		Interview question	
	Have knowledge of Adult and Child Safeguarding principles, the relevant legislative framework and local and national guidance.	Desirable		Interview question	
SKILLS	Excellent Organisational skills.	Essential	Application form	Shortlist - score	
	IT literate – e.g. Microsoft applications Good numeracy and literacy skills	Essential	Application form	Shortlist - score	
	Have good record keeping skills.	Essential		Interview question	
	Ability to organise own workload and work with minimal supervision	Essential		Interview question	
	Excellent report writing and communication, skills both written and verbal	Essential	Application form	Shortlist - score	
QUALIFICATIONS	5 GCSE's grade C or above (to include Maths and English)	Essential	Certificates	Shortlist - score	
PERSONAL CHARACTERISTICS	Commitment to the Organisation's aims and objectives	Essential		Interview question	
	Able to motivate others and provide leadership within the service particularly in crisis situations.				
	Act with integrity and respect when interacting with clients, employee's agencies and individuals.				
	Able to perform under				

	pressure				
	Open to new ideas and change				
	Strong negotiator and influencer				
	Act with integrity and respect when working with all clients, agencies and individuals.	Essential		Interview question	
<b>OTHER REQUIREMENTS</b>	<b>Subject to DBS Check</b>	Essential	Application form	Shortlist - score	
	Car driver with access to a vehicle	Essential	Application form		

Date of Description: 27/08/2020

Reviewed on: