

Volunteer Coordinator

Pay scale: £21,664 per annum (pro rata for 20 hours worked)

Reporting to: Events & Marketing Manager

Hours: 20 hours per week, days, evenings and occasional weekends

Term: Until 30th June 2025, potential extension subject to future funding

Main purpose of job: To manage all elements of volunteering within the organisation to support the implementation of our volunteer strategy and the successful delivery of the Meet N Match Events project.

Responsibilities, duties and tasks:

You will be responsible for the recruitment, training, development, supervision and overseeing of volunteers within our organisation, including pre volunteering checks, references and inductions. Ensuring volunteers are appropriately matched and trained for the role and provide ongoing support for volunteers . To promote volunteering opportunities to the wider community and work with other team members to ensure the successful delivery of services. To celebrate volunteers on a regular basis.

Your main tasks will include

- To generate and promote appropriate volunteer opportunities and role descriptions based on the needs of the organisation through a range of platforms
- To engage with individuals and organisations in the community to promote volunteer opportunities
- Recruit and interview volunteers ensuring they are appropriately matched and trained for a position
- To establish and build relationships with volunteers by undertaking induction, development plans and ongoing support and supervision of volunteers
- Collecting and processing data using data collection tools for monitoring and reporting
- Updating databases and ensuring GDPR compliance, ensuring data is up to date at all times
- Collecting, monitoring and sharing volunteer stories and case studies
- Ensure the purpose of the organisation is clearly communicated and volunteers receive information for upcoming events, training or other relevant information
- To work with the Events Coordinators to support the delivery of social activities including coordinating volunteers for events
- Work with other members of the organisation to support other volunteering opportunities within the organisation
- Identify and implement opportunities to celebrate volunteers both internally and externally
- To ensure volunteer policies and procedures are implemented including risk assessments
- To keep updated with changes in legislation and make suggestions to accommodate any changes
- To maintain effective and efficient administrative systems
- Attending regular team meetings and supervision

- Ensuring the health, safety and wellbeing of participants
- To promote equality and promote people with learning disabilities in a positive way

General Duties:

- To be aware of the service targets and outcomes and assist in working towards their achievements.
- To understand and adhere to all organisational policies and procedures
- To maintain personal and professional development at all times
- To undertake appropriate training as required.
- To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.

Person Specification

	Essential	Desirable
Qualifications	Good standard of general education	First aid (or willing to undertake) Volunteer Management, or similar
Knowledge	Knowledge of good practice in volunteering as well as strategy and policy Understanding of data protection requirements and confidentiality	Knowledge of safeguarding issues and requirements
Experience	Experience of managing volunteers Experience of engagement with individuals and/or communities Experience of giving presentations and/or speaking in groups settings	Experience of working with people with learning disabilities or vulnerable adults Experience of person centred working Experience of volunteering
Skills	Excellent communication, listening and interpersonal skills and ability to relate well to people from diverse backgrounds	Ability to contribute new ideas to enhance the programmes of work. The ability to generate enthusiasm & commitment from others

	<p>Excellent IT skills including word processing, spreadsheets, emails, presentations and promotional materials</p> <p>Excellent organisational skills</p> <p>An ability to form effective working relationships with permanent employees, volunteers and casual workers.</p> <p>A willingness to support a wide range of service users</p>	<p>An ability to empathise and advocate for the needs of people with learning difficulties.</p> <p>Ability to contribute to the training of other staff and volunteers</p>
Qualities	<p>Ability to work under own initiative and as part of a team</p> <p>Ability to maintain safe, quality environments</p> <p>To be reliable and honest, enthusiastic and friendly</p> <p>To be interested, motivated and committed.</p> <p>To be committed to equal opportunities</p>	<p>Willingness to take on different tasks as the role develops to meet the needs of the organisation</p>
Commitment	<p>Willingness to attend relevant training as required</p> <p>Ability to be flexible</p> <p>Willingness to undertake travel across the North West</p> <p>Ability to work occasional evenings & weekends</p> <p>Car driver or access to transport to travel across the North West</p>	