

JOB SPECIFICATION

Job Title:	Volunteer Co-ordinator
Location:	Based at a satellite Family Centre (Working across all districts: Dacorum, St. Albans, Hertsmere and Watford & Three Rivers)
Responsible to:	Data and Outcomes Manager (West Quadrant)

Key Purpose of Role:

- To assess and meet the organisation's needs through the recruitment, placement and retention of volunteers.
- To manage volunteers and their relationships with those they come into contact with, including employees and service users within the organisation.
- To monitor and evaluate the volunteer programme and identify training for volunteers.

Key Duties and Accountabilities:

As a volunteer coordinator, you'll need to:

1. Liaise with all teams within the organisation and external partners' organisations which you are recruiting volunteers through to understand how they work and to develop partnership working.
2. Identify volunteers that require a risk assessment
3. Raise staff awareness of the role and the function of volunteers
4. Deliver and identifying appropriate support and training for volunteers
5. Promote volunteering (internally and externally) through recruitment and publicity strategies and campaigns
6. Participate in the recruitment of volunteers including induction and training.
7. Organise volunteer rotas to ensure volunteers are appropriately matched and trained for their roles and their hours complement the service needs.
8. Monitor, support and motivate volunteers to ensure retention where possible.
9. Celebrate volunteers by nominating volunteers for awards within and outside the organisation and organise celebration events
10. Signpost volunteer to organisations that offer advice and information to support their transitions into employment.
11. Organise events to attract new volunteers
12. Familiarise yourself with the volunteer policy and legislation relating to volunteering
13. Network with multiple organisations across the districts in order to establish good working relationships to promote volunteering opportunities and projects
14. Support the writing of bids to raise funds to use for volunteering projects i.e. training, uniforms.
15. Monitor and evaluate activities and contribute to various reports for different audiences.
16. Maintain volunteer tracker and databases and undertake any other administrative duties.

Professional Development

A commitment to continued professional development and Life Long Learning through regular supervision and training. To positively embrace an ever evolving environment taking opportunities to contribute to future development of the Volunteer programme.

The duties and accountabilities detailed in this document describe the post as it is at present. The post holder is expected to accept any reasonable alterations to this job specification that may from time to time be necessary and as agreed with their line manager. This includes the natural development of the role and the post holder in the role.

Person Specification: Volunteer Co ordinator

	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none"> • Educated to Level 4 or equivalent 	<ul style="list-style-type: none"> • Supporting Volunteers in the Charity Sector
Skills/ aptitudes	<ul style="list-style-type: none"> • Experience in working with Volunteers and extensive networking experience • Excellent communication skills • Strong interpersonal skills and the ability to deal with a diverse range of people • Experience of managing or coordinating projects and volunteers (paid or unpaid) • An empathy with volunteers and an understanding of their needs • The capacity to inspire and motivate others • The ability to deal with information in a confidential manner and respond with sensitivity • Good organisational skills and the ability to manage a variety of tasks • Administrative and IT skills, and an ability to maintain records and produce clear written and oral reports • Experience of working across different sectors and developing links with other partner organisations • A flexible and non-judgmental approach to people and work. • Empathy with service users • Ability to cope with limited resources, seize opportunities and think creatively 	
Essential	<ul style="list-style-type: none"> • Political awareness and the ability to remain impartial, as many roles involve working in politically-sensitive areas. • A full, clean driving license and use of a car, for the purposes of the role. 	
Knowledge	<ul style="list-style-type: none"> • Understanding of the work of Family Centres. • Understanding of the importance of safeguarding children. • Awareness of the need to maintain confidentiality 	

InspireAll

Other factors affecting the post of Volunteer Co-ordinator;

1.	Hours of Work:	39 hours per week												
2.	Grade:													
3.	Salary:													
4.	Notice Period:	As detailed in the Statement of Particulars												
5.	Holiday Entitlement:	<p>Annual Leave entitlement is based on service and is as for full time employees (39 hours per week), working a five day week and includes the 8 bank holidays at present legislated for each calendar year.</p> <p>All staff are required to allocate all bank holidays as part of their annual leave entitlement, but other days may become mandatory for operational reasons.</p> <p>Annual leave entitlement at present is:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">On commencement with HL</td> <td style="text-align: right;">29 days</td> </tr> <tr> <td>After 1 year continuous service with HL</td> <td style="text-align: right;">30 days</td> </tr> <tr> <td>After 2 years continuous service with HL</td> <td style="text-align: right;">31 days</td> </tr> <tr> <td>After 3 years continuous service with HL</td> <td style="text-align: right;">32 days</td> </tr> <tr> <td>After 4 years continuous service with HL</td> <td style="text-align: right;">33 days</td> </tr> <tr> <td>After 5 years continuous service with HL</td> <td style="text-align: right;">34 days</td> </tr> </table>	On commencement with HL	29 days	After 1 year continuous service with HL	30 days	After 2 years continuous service with HL	31 days	After 3 years continuous service with HL	32 days	After 4 years continuous service with HL	33 days	After 5 years continuous service with HL	34 days
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After 5 years continuous service with HL	34 days													
6.	Pensions choice:	Options are:												
		<p>(i) Workplace Pensions Reform requires InspireAll to automatically enrol all employees who are aged between 22 and State Pension age, and earning above £10,000 a year into their Qualifying Workplace Pension Scheme. InspireAll's Qualifying Workplace Pension Scheme is a Group Stakeholder Pension Scheme provided by Friends Life. Employees who qualify for automatic enrolment will be joined into the Scheme on completion of one month's service. Other staff may join voluntarily at any time.</p> <p>Employees are required to contribute 5% of their Qualifying Earnings (earnings between £5,772 and £41,865 per annum) and InspireAll will also contribute 3% of Qualifying Earnings on their behalf. Employees can elect to opt out of the Scheme at any time and if they do so within 30 days of joining, any contribution deducted from salary will be refunded.</p> <p>Further information regarding the InspireAll Qualifying Workplace Pension Scheme will be forwarded to you within one month of joining service.</p>												
		(ii) The purchase of a personal pension.												
7.	Location:	Relevant Centre, however the post holder will be expected to work in any facility managed by InspireAll.												
8.	The Rehabilitation of Offenders Act 1974:	This post is exempt from The Rehabilitation of Offenders Act 1974 therefore the post holder will be subject to an enhanced DBS check.												
9.	Other Duties:	The other duties shown are those currently operative, but the post holder may be required to undertake any other associated duties reasonable and compatible with his / her grading, competence and qualification												
10.	Leisure Benefits:	Free use of leisure facilities is available to the post holder, subject to booking conditions. Please contact your Line Manager for details.												