

JOB DESCRIPTION

1. JOB DETAILS

Job Title: Volunteer Co-Ordinator

Hours: 14 hours per week

Salary: £14 per hour

2. JOB PURPOSE

The post holder is responsible for building the capacity and increasing the effectiveness of the organisation to provide quality volunteering opportunities and promoting best practice in all aspects relating to volunteering.

Responsible for facilitating the integration and implementation of high quality volunteering policies and processes across Braveheart programmes.

3. ORGANISATIONAL POSITION

The overarching aim of the Braveheart Association is to improve the health and quality of life for adults. Braveheart engages with local people to encourage them to take positive decisions about their health and wellbeing.

The Volunteer Co-ordinator will work closely with the Braveheart staff team and volunteers to achieve the aims of the volunteering project, particularly with the Organisational Development Manager and the Project Development Officers. The Volunteer Co-ordinator will report directly to the Braveheart General Manager.

4. DIMENSIONS

The Post holder is responsible for:

- Reporting to the Braveheart Manager, producing effective plans for achieving volunteering project objectives and reporting and evaluating progress
- Working closely with Braveheart staff and volunteers to design and implement agreed volunteer development initiatives such as volunteer recruitment and consultation action plans
- Reviewing and developing the Braveheart Volunteer Handbook and implementing new volunteering policies and procedures, integrating and embedding these across the organisation

5. KEY DUTIES/RESPONSIBILITIES

- Develop volunteer recruitment, training and development programmes to meet the needs of the organisation
- Consult and involve volunteers in the project
- Promote volunteering opportunities through recruitment strategies, campaigns and celebration events
- Work with volunteers and staff to update the Braveheart Volunteer Handbook, updating volunteer policies
- Develop and monitor volunteer recruitment processes, ensuring volunteers are appropriately matched and trained for positions
- Ensure pre- volunteer checks are carried out such as references, disclosures
- Co-ordinate induction and training for all volunteers, and ensure de-brief interviews for departing volunteers are provided
- Co-ordinate and review volunteering evaluation material using processes such as conducting volunteer satisfaction surveys, focus groups, case studies and volunteer events
- Co-ordinate a Volunteering Development Group, meeting regularly to prepare Braveheart for a volunteering quality assessment
- Prepare regular progress and evaluation reports and produce volunteer statistics for the General Manager and funders
- Carry out any other tasks related to the development of volunteering as may be necessary

6. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Essential:

- Experience of volunteer management, volunteer recruitment, training and development
- A collaborative approach to planning work and developing policy
- Personal experience of volunteering
- Strong interpersonal and collaborative working skills
- Empathy for people living with health conditions
- Administrative, IT and report writing skills and experience

Desirable

- A qualification in volunteer management
- Marketing and social media skills
- Experience of producing project evaluation material