

Dear Applicant

Volunteer Coordinator

Thank you for expressing an interest in working at Our Celebration.

This is a new role within our organisation, focussing specifically on the developing and expanding our volunteer team.

To succeed in this role you will need a combination of excellent communication, problem solving and organisational skills. The Volunteer Coordinator work directly with volunteers to provide them with all of the support, encouragement and motivation they need in order to succeed. By building strong relationships with other colleagues within the team you will help them to identify where volunteers can help their projects and lead the recruitment, selection, induction and ongoing support and supervision of volunteers across the whole organisation.

Of course, with such a varied role you will not be working in isolation. With the full support of the General Manager and experienced colleagues within our wider team you will always have somebody to turn to for help, especially during the early stages when you are settling into the new job.

This part time position will give you a great deal of flexibility in the days you choose to work. Although a nominal working pattern will be agreed when you first start, this will be flexible enough to allow you to work with volunteers throughout the week and devote sufficient time to planning, training and further development of the project.

Volunteers have been the crucial to the success of our organisation over the last twenty five years and as we develop, we expect our current team of around twelve regular volunteers to increase to help us meet the growing demand for our services.

Please remember to read the job description and person specification that relates to this post and make sure you tell us about how you meet the essential skills criteria we are looking for. The closing date to have your completed application back to us is noon on Wednesday 24th March 2010.

For more information about us have a look at our website and give me a call on 01904 643364.

I look forward to hearing from you.

Yours sincerely

David Smith
General Manager

Our Celebration

Volunteer Coordinator

Job Description

Job title:	Volunteer Coordinator
Responsible to:	General Manager
Primary Job Purpose:	To coordinate and manage a volunteer programme to support services and activities provided by the organisation.

Key Responsibilities and Accountabilities

1. To work with centre staff to identify opportunities for volunteers to contribute to the delivery of specific projects and services.
2. To agree volunteer role and responsibilities within each Our Celebration project.
3. To be responsible for the effective recruitment, selection, appointment and support of volunteers to assist with the delivery of quality services to people recovering from mental ill-health.
4. To provide individual and group support for volunteers on a regular basis throughout the year.
5. To work with the project staff to ensure volunteers are provided with training suitable to the needs of the project/activity they are supporting.
6. To provide training and support to staff managing volunteers within their project/service.
7. To engage and support people recovering from mental ill-health to evaluate the quality of services provided by the organisation and in the development of new services.
8. To work together with people recovering from mental ill-health, volunteers and project staff to develop new activities.
9. To ensure compliance with health and safety procedures for volunteers.
10. To maintain appropriate information and recording systems relating to the volunteer programme

11. To liaise effectively with managers and project staff to assist the development of the volunteer programme.
12. To produce written/verbal reports to the General Manager and the Board of Trustees as required, including quantitative and qualitative reports.
13. To establish effective systems to enable the Volunteer Programme to function effectively and ensure that monitoring and evaluation is appropriate and robust.
14. To ensure that agreed standards, projected outputs, targets and outcomes for the Volunteer Project are achieved in line with the organisations aims and objectives
15. To produce articles and case studies for the website or newsletter as needed.
16. To promote the volunteer programme through use of the local media, further education providers, voluntary organisation, community groups, community centres and local business.
17. The post-holder will be working in a developing environment and s/he will therefore be required to undertake other appropriate duties and projects as required for the effective operation of Our Celebration.
18. To be committed to equal opportunity principles and to comply with Our Celebrations policies and procedures relating to equal opportunities.
19. To maintain confidentiality of all information and records relating to the work of the project and Our Celebration.
20. To participate in staff development, to use all relevant learning opportunities to improve personal skills.

Our Celebration

Volunteer Coordinator

Person Specification

The post-holder should be able to demonstrate that they have the skills and experience in each of the following areas:

Essential requirements specific to this post:

1. Minimum of 2 years practical experience of recruiting, managing, motivating and supporting volunteers.
2. Experience of project management/delivery.
3. Experience of designing and delivering training courses.
4. Experience of monitoring and evaluation.
5. Knowledge and experience of reviewing and recording qualitative outcomes for service users and volunteers.
6. Knowledge and understanding of issues faced by groups traditionally seen as marginalized.
7. Ability to make effective presentations.
8. Experience and knowledge of the legal aspects of volunteering.
9. To be able to understand and be understood by different groups and individuals in various situations.
10. To be able to prepare and present both written and verbal reports to a high standard.
11. To be able to form good working relationships with volunteers, clients, colleagues and key stakeholders.
12. To be able to plan and organise your own workload and manage your time.
13. To be able to set up and maintain appropriate systems for the management and accurate recording of your work and the progress of others.
14. To be competent in the use of IT packages (Microsoft Word, Excel and email).
15. To have an understanding of the ethos of the voluntary and community sectors and the context within which they work.
16. To have the ability to effectively work with people regardless of their ethnic, cultural, social backgrounds, their gender, age, religious belief, disability and sexual orientation.

Desirable requirements specific to this post:

1. Knowledge and understanding of carers.
2. Experience of working in a health or social care setting.