



Role

Job title: **Volunteer Coordinator**

Contract length: 12 months

Reporting to: Director of Services

Rate: £9.52 per hour

Hours: 13 hours per week

Working as a volunteer coordinator, you'll manage all elements of volunteering through the recruitment, placement and retention of volunteers.

You'll manage volunteers and the relationships with those they come into contact with, including employees and members of Vision Support. You'll also monitor, evaluate and acknowledge the efforts of volunteers.

Responsibilities

As a volunteer coordinator, you'll need to:

- research and write volunteer policies and procedures, including risk assessments
- liaise with Vision Support staff to understand how they work, and assess their needs
- generate appropriate volunteering opportunities and role descriptions based on the needs of the organisation
- raise staff awareness of the role and the function of volunteers
- ensure there is appropriate support and training for volunteers
- promote volunteering (internally and externally) through recruitment and publicity strategies and campaigns
- interview and recruit volunteers and ensure they are appropriately matched and trained for a position
- organise rotas and provide inductions and training
- monitor, support, motivate and acknowledge efforts of volunteers and their work
- celebrate volunteering by nominating volunteers for awards and organise celebration events
- offer advice and information to volunteers through face-to-face, telephone and email contact
- organise profile-raising events to attract new volunteers
- attend committees and meetings
- manage budgets and resources, including the reimbursement of expenses

- keep up to date with legislation and policy related to volunteering and make any necessary modifications to accommodate changes
- generate income, write funding bids and raise funds to make projects sustainable
- monitor and evaluate activities and write reports for funders and trustees
- maintain databases and undertake any other administrative duties.

The list above is not exhaustive of the responsibilities as a volunteer coordinator, working in a small team such as ours, it is important that we support each other with any tasks that need undertaking in order to run services smoothly.

What to expect from Vision Support

- Office-based work with some opportunities to visit satellite groups at Ripon and Pateley Bridge.
- Salary £9.52 per hour
- 13 hours per week, over 2 days.
- Holiday entitlement of 11.2 days based on 13 hours worked per week.

Skills

You'll need to show:

- excellent communication skills
- strong interpersonal skills, 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 agencies
- a flexible and non-judgemental approach to people and work.

A full, clean driving licence and use of a car, for the purposes of visiting organisations and assisting volunteers with travel, may be necessary.

Work experience

Experience in the voluntary industry is desirable as an understanding of the sector, commitment to the organisation you work for and empathy with members, are important

skills. This role will suit someone who has the ability to cope with limited resources, seize opportunities and think creatively.

Although the role involves the management of volunteers rather than employees, many volunteer coordinators use the same skills as people working in human resources, and therefore HR-related qualifications and training are beneficial.

Business, finance and project management qualifications and training are also relevant to this role.

Please send your CV and supporting statement to:

Mrs Tanya Stimpson, Director of Services

Vision Support Harrogate District, 23 East Parade, Harrogate, HG1 5LF

Or via email to director@vshd.org.uk

Closing date for applications: **Friday 3rd January 2020**

Interviews: Monday 13th January 2020.