



Job Description (1st February 2021)

Volunteer Coordinator

(Initial six-month contract with the intention to extend to one-year.)

Salary:	£15.71 per hour (salary for 6-months is £6,527)
Hours of work:	21 hrs per week (including occasional weekends & evenings).
Holiday:	Holiday allowance for 6-months is 69.5 hours
Responsible to:	CVSBEH Deputy Chief Officer
Location:	Nigel Copping Community Building, Stanstead Abbots. It is likely that you will also be required to work at home and offsite. <i>This post will require an advanced DBS check.</i>

Purpose of Role

The Volunteer Coordinator will work as a key member of CVSBEH core team, developing volunteer opportunities within its projects. They will recruit and support volunteers and develop meaningful volunteering opportunities, delivering positive outcomes for both volunteers and CVSBEH.

Project Coordination

- To recruit and develop volunteers to support CVSBEH projects, managing day-to-day support as appropriate.
- To manage volunteer training and monitor any expenditure.
- To monitor and evaluate the service using a range of qualitative and quantitative methods, and support reports as required for funders, the board and other stakeholders.

Marketing and Publicity

- To promote CVSBEH volunteering opportunities using a range of printed and digital media and external presentations.
- To contribute to organisational newsletters, website content, social media output, press releases and other promotional material.

Best Practice Development

- To develop and implement efficient and effective processes, procedures, policies and systems to enhance volunteering throughout CVSBEH.
- To research and create a best practice framework for volunteering within the organisation, including resources.
- To deliver training for volunteers according to best practice.
- To keep up to date with national, regional and local developments effecting volunteering.

Information and Advice

- To respond positively and efficiently to volunteering enquiries by telephone, email or in person.
- To deliver an efficient and effective volunteering support service to CVSBEH projects.
- To ensure that volunteering opportunities within CVSBEH are accessible to prospective volunteers from all sections of the community.

General

- Support other administrative and operational staff
- Work in accordance with CVS equal opportunities policy and practice
- Undertake other tasks as may be required from time to time

Person Specification

- Knowledge or experience of working or volunteering in a community-based setting
- High level of interpersonal skills required to engage successfully with a wide range of individuals, groups and other stakeholders from the local community
- Understanding of VCS local infrastructure organisations and their support role
- Ability to speak at meetings, make presentations, write reports and take minutes.
- Ability to prepare and disseminate appropriate information in different formats
- Experience of working collaboratively as part of a team and with other groups and agencies
- Understanding of diversity and safeguarding issues and commitment to equal opportunities
- Ability to prioritise and manage a varied workload and a flexible attitude to working hours
- Good working knowledge of Microsoft Office applications
- Friendly and approachable personality with a sense of humour desirable