JOB DESCRIPTION

JOB TITLE Volunteer Coordinator

LOCATION Home based, working across rural West Cheshire

HOURS 14 hours per week, including occasional evening and weekend work

RATE OF PAY £10.75 per hour

------------------------------------------------------------------------------------------------------------------------

**Primary Purpose**

To coordinate and develop the volunteer service in RCS, recruiting new volunteers, promoting the volunteer experience, working collaboratively with colleagues to deliver high quality and responsive services.

**Key Responsibilities**

1. Coordinate the on-going development of the volunteer recruitment plan, including exploring new innovative approaches to recruitment.
2. Recruit and assess new volunteers, identifying their strengths and deploying them appropriately.
3. Provide comprehensive induction for new volunteers, to ensure each volunteer understands their role within the organisation and the wider organisational structure. This will include creating and distributing materials for new volunteers, including handbooks, policies and programmes.
4. Plan, develop and arrange an on-going training programme for all volunteers.
5. Create and distribute information regarding volunteer policies and procedures.
6. Act as key link for our volunteering recruitment with CVA and other organisations.
7. Promote the organisation, its volunteer efforts and its accomplishments both internally and externally.
8. Consult and collaborate with colleagues in order to develop responsive recruitment campaigns to deliver quality services.
9. Responsible for a database of volunteers, covering details of their projects, DBS, training and personal information.
10. Report regularly by email and verbally to your Line Manager and deliver quarterly monitoring reports to the Board about all matters concerning the operation, achievements, outcome measures required by the funders of our services.
11. Attend meetings of RCS committees, including the Staff Group, as required and appropriate training events.
12. Uphold the service aims, values and mission statement and adhere to the charity’s policies and procedures.
13. Participate in the fund-raising activities of RCS.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the job may change due to the nature of the service and developments continually taking place. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, we will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

**Person Specification**

**Qualifications**

**Essential**

A good standard of general education, to include passes at GCSE grade 4 In English and Maths or key stage two or equivalent Degree\foundation degree

**Experience and Knowledge**

**Essential**

Experience of working with volunteers, in a voluntary organisation.

Strong interpersonal skills, able to influence, enthuse and motivate people.

Experience of making presentations to groups of people.

Experience of recruiting and managing volunteers and/or staff.

Experience of facilitating and managing meetings.

**Skills and Abilities**

**Essential**

Ability to communicate effectively, both verbally and in written forms.

Confident communicator in one to one and group settings, including making presentations.

A full driving licence with access to own transport

**Important and Desirable**

A self-starter, able to work on his or her own initiative.

Flexibility and resourcefulness to cope with the changing demands of the job.

IT literate, with experience of Microsoft packages, Word, Excel and PowerPoint.

 An understanding of and commitment to team working, able to work collaboratively with other colleagues.

**Personal Qualities**

**Essential**

A people person

**Important and desirable**

Able to work flexible hours – there will be very occasional weekend and evening work.

Innovative and willing to try new approaches.

A commitment to older people and voluntary organisations.

Organised, with good time management.

Able to work on their own without close supervision, as well as being able to work well as part of a team.