

# Job Description for Post of Volunteer Coordinator



<p>Main purposes of job and core role</p>	<ul style="list-style-type: none"> <li>• To co-ordinate a range of volunteer-led teams to support the needs of vulnerable adults</li> <li>• To be responsible for the day to day running and programmes at the hub at Number 28 &amp; associated outreach services</li> <li>• To work with line management, staff, volunteers and service users to identify opportunities for projects (solo or in partnership) to support vulnerable people by establishing and developing links to other local community-based projects.</li> </ul>
<p>Key tasks</p>	<p><b>Implementation and Development</b> The post holder will:</p> <ul style="list-style-type: none"> <li>• Develop an effective strategy for recruiting, managing and retaining volunteers, to             <ul style="list-style-type: none"> <li>○ ensure that all volunteers receive effective induction and training commensurate with their skills set and potential for development</li> <li>○ identify support needs or adjustments that will enable people with lived experience to become volunteers.</li> <li>○ implement a system of supervisory support and team development to focus upon wellbeing, recognising the value of individual contributions to the overall work of the charity</li> </ul> </li> <li>• Develop a 1-1 befriending structure matching the needs of individuals to appropriate volunteer support</li> <li>• work with staff team, volunteers and line management to deliver a weekly programme of outreach services, events and activities at the hub that is responsive to the changing needs of the local community</li> <li>• work with line management to develop links with other local community-based projects</li> <li>• work with line manager to support the needs of service users.</li> </ul> <p><b>Administration</b> The Post Holder will:</p> <ul style="list-style-type: none"> <li>• Due to the flexible nature of the work and demands of BCS services, agree a projected monthly/quarterly target profile of activities with line manager.</li> <li>• maintain an up-to-date database to capture all elements of this post regarding volunteers and services.</li> </ul>

	<ul style="list-style-type: none"> <li>• maintain office systems consistent with the smooth running of BCS</li> <li>• ensure that volunteer rotas are sufficient to support the programmes on offer at Number 28 and the Shopping and Prescription Service</li> <li>• ensure appropriate cover when postholder absent from premises at Number 28.</li> <li>• undertake other duties that might arise in the event of a local emergency or deemed appropriate by the Board of Trustees.</li> </ul>
Policy and Procedure	<ul style="list-style-type: none"> <li>• on a day-to-day basis ensure that BCS complies with all policy requirements including GDPR, Equal Opportunities, Health &amp; Safety, DBS and Safeguarding; ensuring that appropriate reporting procedures are followed for any circumstances that give cause for concern</li> </ul>
Reporting	<ul style="list-style-type: none"> <li>• Attend/coordinate staff team meetings, submitting notes for Trustees' meeting detailing agreed data.</li> <li>• attend Trustee meetings as required, in person or on-line.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• when representing BCS, maintain a high standard of personal presentation appropriate to activities being undertaken.</li> <li>• maintain professional and respectful behaviour towards others in all circumstances.</li> <li>• hold an Enhanced DBS Certificate issued on behalf of BCS</li> <li>• Whilst being part of the small staff team of BCS, comply with requirements as set out in Staff Handbook, which forms part of the contract of employment, whilst ensuring continuity of services.</li> <li>• any other duties that the Trustees may reasonably request</li> </ul>
Reporting to	Line Manager or in their absence Trustee with HR Management Responsibility, and where designated, the Board of Trustees