

**Chase and Kings Forest Community Project
Volunteer Coordinator
Job Description**

Job Title:	Volunteer Coordinator
Line managed by:	Locality Manager of the Chase and Kings Forest Project (CKFP)
Responsible for:	Volunteers (Not the Board of Trustees)
Hours:	10 -14 hours per week, depending on a funding decision which is expected in early Feb.
Working Days:	Week day hours are Monday to Friday from 9am to 5pm. Occasional evenings and weekends may be required.
Base:	Clocktower Association, Warmley. Seeking to move into Kingswood shortly
Contract:	Permanent – subject to funding
Salary:	£19,000 per annum pro rata + 3% pension
Holidays:	25 days plus bank holidays (Pro rata)
Funder:	Local Strategic Partnership “Our Area Our Future” – South Gloucestershire Council

Purpose of the Post

- To provide a developing volunteer service for the Chase and Kings Forest area.

Responsibilities

Delivery of a Volunteer Service

- To generate and deal with volunteer enquiries and place volunteers.
- To identify and work with hosting organisations from the voluntary community sector to identify high quality volunteering opportunities.
- To provide drop in sessions for volunteers across the locality.
- To seek to encourage a range of people from different backgrounds to take part in volunteering and ensure that the service is accessible.
- To arrange training sessions for volunteers and hosting organisations.

Volunteer Management

- To recruit and manage volunteers to support Chase and Kings Forest Community Project deliver the volunteer brokerage and other services of the organisation.

Administration

- To incorporate national Best Practice, VCQA and equalities standards and approaches into all the work that is delivered.
- To maintain and input into the development of monitoring and evaluation of the services provided and produce quarterly monitoring data.
- Maintain a volunteering database and ensure that there is an effective referral system to the CKFP community and voluntary sector services.
- To appropriately market the volunteer service including maintenance of the content for the Volunteering Kingswood web site.

Partnership Working

- To work alongside the other South Gloucestershire Volunteer Centres as part of the South Gloucestershire Volunteer Partnership.
- To maintain the VCQA accreditation for the service.

General Accountabilities:

1. This job description only contains the principle accountabilities relating to this post, and does not describe in detail all the duties required to be carried out.
2. Duties must be carried out in line with the commitment of the CKFP to encourage equal opportunities and sustainability.

3. Ensure that the output and quality of work is of a high standard and meets current “best practice” standards of the sector incorporating the requirements of the PQASSO Quality Management System and VCQA.
4. Work in a way that contributes to the continuous improvement of the quality of the service being delivered.
5. Be aware of and follow the requirements laid down by the relevant inspection and statutory bodies.
6. All employees have a responsibility for their own safety and must not endanger the safety of colleagues / visitors in the workplace. They must ensure that safe working practices are adopted and a safe working environment maintained in the work areas they are responsible for.
7. To attend staff meetings as required, negotiate and work towards targets and deadlines agreed with the Line Manager.
8. To participate in staff supervision sessions and employee development reviews as required.
9. To undertake such other tasks as may reasonably be required commensurate with the grading and nature of the post.

Date Reviewed: January 2012