



## **JOB DESCRIPTION**

<b>Title:</b>	Volunteer Coordinator
<b>Responsible to:</b>	Director/Community Engagement Manager
<b>Hours:</b>	Full time - 35 hrs weekly.
<b>Salary:</b>	£30,000 - £35,000 per annum
<b>Based:</b>	379-381 High Road, Willesden, NW10 2JR. (there will be some travelling around the Borough)
<b>Contract:</b>	5 years (subject to continuation of funding)
<b>Closing Date:</b>	26 <sup>th</sup> June 2023
<b>Please Note:</b>	DBS is required for this role

## **JOB PURPOSE**

This is an exciting opportunity for someone working in a volunteer setting/events/community sector. If you work in a related field and are looking for a career change, we would be interested to hear from you. We are looking to appoint a dynamic, enthusiastic person to support our current team of volunteers and to develop and deliver our new volunteer project. Our ideal candidate will have an understanding of the sector or a willingness to bring transferable skills to work with volunteers. You will need to have excellent ability to work with volunteers, clients and staff, providing a positive and inspiring influence. You will be empathetic with volunteers and have strong organisational abilities to ensure the success of this new project.

You will be responsible for all aspects of the volunteer project. This will include recruiting volunteers, interviewing them, matching them with appropriate roles and supporting them in their work. You will work closely with BIAS social prescriber and other staff and partners to develop local working partnerships.

You will lead on the new 'buddying up' scheme that encourages and supports older volunteers and to work with our active ageing team to establish a Be-a-Friend project, to match volunteers with housebound clients.

BIAS has supported London's largest Irish Community in Brent and North London for over forty years. We deliver our support and practical help through our welfare advice team and through our active ageing projects.

## **KEY WORK AREAS AND MAIN DUTIES**

- To work with the engagement manager to develop and deliver our new volunteer project.
- To manage volunteer recruitment, interviewing candidates and matching them with appropriate roles.
- To support, develop and retain our current team of volunteers.
- To work closely with staff and outside organisations to develop working partnerships.
- To instigate 'buddy up' scheme for older volunteers
- To work with Active Ageing team to establish a Be-a-Friend project.
- Refer volunteers onto relevant staff members for tailored support and guidance,
- Ensure Health and Safety and Safeguarding training is completed and refreshed by volunteers where necessary.
- Organise twice yearly volunteer events.
- Raise public awareness of both the need for and the role of volunteering.
- Evaluate and improve the volunteering process and experience.
- Provide reports and case studies demonstrating journey travelled.
- Promote the charity, its volunteer efforts and its accomplishments internally and externally

## **SKILLS AND KNOWLEDGE**

- Excellent organisational and communication- Including networking and presentation skills.
- Strong interpersonal skills, to deal with a diverse range of people.
- Friendly, welcoming approach, building meaningful relationships whilst maintaining professional boundaries at all times.
- Experience of managing or coordinating projects and volunteers.
- Empathy with volunteers and an understanding of their needs.
- The capacity to motivate and inspire others.

## **GENERAL**

- Attend regular supervision and staff meetings
- Willing to undertake training and professional development as required.
- Maintain an awareness of policy changes and good practice in volunteering.
- Maintain and develop community information resources relating to volunteers.
- It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other projects to cover absences, peak work periods or otherwise.

## **DIVERSITY & EQUAL OPPORTUNITIES**

- Ensure compliance with the organisation's equity, diversity and inclusion policy and actively promote EDI within your role.

## **Other Benefits of Working with Brent Irish Advisory Service (BIAS)**

As a charity that strives to improve the wellbeing of our community, we understand that this starts with our staff. As part of our commitment to this, we have recently made two cost of living adjustment to staff salaries. Other benefits of working at BIAS include:

Excellent annual leave entitlement of 25 days rising to 27 after 5 years (excluding bank holidays), pension scheme, employee assistance programme, opportunities for professional development and a cycle to work scheme.

This role will be based in our offices but there may be some options for flexible working (i.e one/two days per week after probation)

Please apply either through the application form on our website or by sending us a CV and covering letter, which sets out in no more than 3 pages how your experiences matches with the personal specifications.

**Candidates must complete** a full work/education timeline's explaining any gaps. Candidates must explain in their statement how they meet each of the essential/desirable criteria providing examples if possible. This should not exceed more than three sides (types in Arial 12). Please send email to [recruitment@biasbrent.co.uk](mailto:recruitment@biasbrent.co.uk) for further information please see our website [www.biasbrent.co.uk](http://www.biasbrent.co.uk)

**Deadlines for applications is 10.00 a.m. on the 26<sup>th</sup> June 2023 but we encourage applicants to apply as soon as possible as interviews will be carried out on a rolling basis.**

### **PERSON SPECIFICATION- VOLUNTEER COORDINATOR**

This lists the skills, experience, knowledge, and abilities needed for this post.

Please make sure that you refer to these in your supporting statement.

A=Application I = Interview = Desirable

<b>Essential criteria</b>	Method of assessment
We would welcome applications from candidates who have a minimum of two years' experience working in this position or has a recognised professional qualification in social care, social work, health, education or equivalent.	A
Excellent communication skills, including networking and presentation skills	A/I
Strong interpersonal skills, to work with a diverse range of people	A/I
Good level of IT skills including Microsoft Office & database and an ability to maintain records and produce clear written and oral reports.	A/I
A flexible and non-judgemental approach to people and work.	A/I
The capacity to inspire and motivate others	A/I
Ability to create positive and long-standing relationships with stakeholders, including community leaders, organisations, local authorities and others	A/I
Demonstrable understanding of safeguarding issues and the management of risk	A/I
Ability and willingness to travel across north-west London to meet volunteers and partner organisations. This may involve work occasionally outside of regular business hours to meet the needs of the service	A/I
<b>Desirable criteria</b>	
An understanding and awareness of the needs of the Irish Community and statutory/voluntary sector provision.	A/I
A willingness to undertake and gain necessary training to support the aims and objective of BIAS.	A