

<b>Department:</b>	<b>Adults and Communities</b>
<b>Job Title:</b>	Volunteering Co-ordinator
<b>Grade:</b>	8
<b>Post Number:</b>	
<b>Service/Section:</b>	Audience Development / Communities & Wellbeing (C&W)
<b>Base/Location:</b>	County Hall
<b>Responsible To:</b>	Volunteering Manager
<b>Responsible For:</b>	Volunteers, freelance specialists
<b>Key Relationships/ Liaison with:</b>	Volunteering organisations, community groups and organisations, internal partners, Participation Officers, Communities Team, Community Managed Libraries and Independent Museums,

<b>Job Purpose</b>
<ul style="list-style-type: none"> <li><b>To support the recruitment, training and management of volunteers across C &amp; W;</b></li> <li><b>To support the development of new volunteering activity linked to Participation Team activity aligned to strategic objectives of the service;</b></li> <li><b>To support the sustainability of community-based heritage and library volunteering initiatives and networks by providing advice and guidance to managers across C&amp;W.</b></li> </ul>

Main Duties and Responsibilities	
1.	Support the development of opportunities and recruitment of volunteers to assist in delivering Participation projects
2.	Develop bespoke and targeted marketing strategies using a variety of effective channels to ensure broad uptake of volunteering opportunities
3.	Support the management and training of C&W volunteers including organising individual reviews, bespoke course and other appropriate developments based on the needs of volunteers and business goals
4.	Support the long-term sustainability of community volunteering, through the provision of advice and guidance and the establishment of effective volunteer networks to share best practice of volunteering with a cultural focus.
5.	To develop, lead and co-ordinate volunteer-led projects, including identifying opportunities for new projects
6.	Contribute to the marketing of the service, including developing social media content and posting on relevant platforms
7.	Work with the Participation Officers to identify project opportunities that would benefit from a volunteering element and advise accordingly.

8.	Make recommendations to the Volunteering Officer on developments, issues and risks in relation to growing and sustaining volunteering within C&W section and support the evaluation and analysis of qualitative and quantitative data relating to volunteers.
9.	Be responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.

### Special Factors

- The nature of the work may involve the jobholder carrying out work outside of normal working hours.
- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore, a **DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.**

**This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.**

**Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.**

**Date Prepared/Revised: 14/10/2019**

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	<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
<b><u>Qualifications</u></b>			
NVQ Level 4 qualification, or equivalent	✓		Doc/Int
<b>Or</b> Demonstrable experience identified within the section below.	✓		Ref/Int
<b><u>Experience</u></b>			
Experience of managing and supporting volunteers	✓		App/Int
Experience of delivering projects		✓	App/Int
Experience of working in a community focussed organisation	✓		App/Int
Experience of working with a diverse range of customers	✓		App/Int
Experience of writing reports including quantitative and qualitative data analysis		✓	App/Int
<b><u>Knowledge</u></b>			
Knowledge of the volunteering sector	✓		App/Int
Knowledge of volunteering good practice and safeguarding	✓		App/Int
Knowledge of wide range of community organisations		✓	App/Int
Demonstrable understanding of equalities in context of recruiting and supporting volunteers		✓	App/Int
Knowledge of General Data Protection Regulations	✓		App/Int
<b><u>Skills and Competencies</u></b>			

Manages own and others time effectively	✓		App/Int
Ability to work on own initiative and as part of a team	✓		App/Int
Ability to interact positively with a wide range of people	✓		App/Int
Proficient IT skills, including the ability to use Microsoft packages	✓		App/Int
Ability to make decisions within agreed boundaries	✓		App/Int
Good communication skills both verbal and written, including the ability to resolve conflict and report writing	✓		App/Int
Ability to lead, motivate, develop and performance manage volunteers	✓	✓	App/Int
Social media and digital marketing skills			App/Int
Ability to interpret and deliver strategic goals set for area of work		✓	App/Int
<b><u>Other Requirements</u></b>			
An understanding of, and commitment to Equal Opportunities, and the ability to apply this to all situations.	✓		App/Int
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010	✓		Med

<b>Key:</b> <b>App = Application Form</b> <b>Test = Test</b> <b>Int = Interview</b>	<b>Pre = Presentation</b> <b>Med = Medical Questionnaire</b> <b>Dc = Documentary Evidence (E.g., Certificates)</b>
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<b>Date Prepared/Revised: 05/03/2020</b>
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