**WORKS FOR US**

# JOB PROFILE

**POST TITLE:** Supported Volunteering Project Co-ordinator

**RESPONSIBLE TO:** Manager and Board of Trustees

# JOB PURPOSE

To clarify and cement the link between volunteering and gaining work, specifically to work within Works for Us and with partner organisations in the charitable and other sectors to identify and source volunteering opportunities for our clients to help them develop their workplace skills. The successful candidate will also be required to work with our clients to develop Job Descriptions or skills records for volunteering roles that are written in a language that reflects the language used by employers in other sectors to enable volunteers to translate the skills and experience they gain through volunteering into Job Applications.

# PRINCIPAL ACCOUNTABILITIES

* Develop an approach that actively creates volunteering opportunities that are designed to benefit the organisations involved and that reflect skills and experience needed in the wider working world
* Generate roles which develop and provide opportunities to practice skills and embed what is learned, ensuring that learning is retained, skills can be demonstrated and they can express them to potential employers
* Interview potential volunteers, to identify their needs
* Meet with providers of volunteer placements to identify current opportunities and review their Job Descriptions with them
* Undertake follow up meetings with volunteers and the volunteering involving organisations to track progress
* Operate effective referral procedures
* Assist clients to choose appropriate placements from available opportunities
* Manage and supervise volunteers
* Build links with businesses and other organisations to understand the language they would use in Job Descriptions and Person Specifications and the areas where they perceive there being skills shortages.
* Attend marketing events and exhibitions to promote the opportunities
* Provide presentations to appropriate organisations and networking groups to raise awareness of the project.
* Work with other organisations to embed the approach
* Disseminate the results and produce guidance for charities and businesses about how to implement this approach including those working with adults and young people with health conditions.

General duties:

* Liaise with staff to raise awareness of opportunities
* Produce reports as necessary
* Contribute information leaflets & web site content.
* Any other duties as required by Manager

# PERSON SPECIFICATION

**POST TITLE:** Volunteer Project Co-ordinator

### CRITERIA

#### Experience//knowledge

Knowledge of employment market & related issues E

Knowledge of training and education & related issues E

An understanding of the needs and issues facing job seekers and returners **E**

Experience of preparing Role descriptions **E**

Experience in dealing with people from a variety of social, ethnic and cultural backgrounds **E**

Experience of building successful relationships with businesses **D**

Experience of successful networking **D**

Experience of working in the voluntary sector **D**

##### Technical Job Related Skills

Basic IT skills **E**

Familiarity with volunteering regulations and restrictions **D**

Knowledge of benefits system and impacts on volunteering **D**

Ability to maintain administrative/diary systems **E**

Ability to classify and file volunteering and employment information **D**

##### Personal Job Related Skills

Highly developed Interpersonal skills **E**

Ability to establish and maintain effective working relationship with clients and businesses **E**

Effective written and verbal communication and presentation skills **E**

Ability to organise and prioritise own workload **E**

Able to work alone and as part of a team **E**

##### Education/Qualifications

Education to degree level or equivalent **D**

IAG qualification (Level 2or above)

##### Other Requirements

Flexibility to work very occasional evenings and weekends **D**

Current driving license and access to a vehicle **D**

A commitment to the charities Equal Opportunity policy **E**

Previous experience in Project Management **D**

**E = Essential**

###### D = Desirable

**Works for Us**

**Application Form**

**Volunteer Project Co-Ordinator**

|  |  |
| --- | --- |
| **Name:**  **Address:**  **Telephone:**  **Email:** |  |
| **If offered the position, when could you start? . . . . . . . . . . . . . . . . . . . . . .** | |
| **Employment:**  **(please start with the most recent first and include any gaps away from the workplace e.g. bringing up children).** |  |
| **Qualifications gained and training undertaken (please start with the most recent first and include dates)** |  |
| **Suitability for this post (please tell us how you meet the requirements in the Job Description and Person Specification and any other information you think is relevant). Please continue on a separate piece of paper if necessary.**  **(A Disclosure and Barring Service (DBS - formerly CRB) check may be required)** |  |
| **References: (please give us the names and contact details of 2 referees – we will not contact them unless we offer you the post)** |  |
| **Statement:** | **I confirm that all the information in this application is true to the best of my knowledge:**  **Signature…………………………………………………………...**  **Date…………………………………………………………………..** |
|  | **Please return this form to Marion Cole.**  **Email: m.cole @worksforus.org.uk**  **Post: Works for Us**  **Norfolk House West (1st floor)**  **433 Silbury Boulevard**  **Milton Keynes MK9 2AH** |