

# **JOB DESCRIPTION**

TITLE: Volunteering Centre and Timebank Co-ordinator.

# EMPLOYER: Basildon Billericay & Wickford Council for Voluntary Service (BBWCVS).

# LOCATION: The George Hurd Centre, Audley Way, Basildon,

 Essex SS142FL

JOB PURPOSE: The operation of the Volunteer Centre in Basildon and the delivery of its projects. This includes the recruitment, placement and development of volunteering opportunities in Basildon

REPORTING TO: Chief Officer

HOURS: 21 hours per week.

SALARY: Salary: Sp 23-25 £26,999-£28,785(pro rata 21 hrs)

**The Aims of the Post are**

* To manage and develop the Volunteer Centre in Basildon. This includes the recruitment and ongoing support to a team of volunteers.
* To develop external networks to promote volunteering, establishing positive partnerships which will lead to an increase in high quality volunteering opportunities in the Borough.
* To work in partnership with business and community organisations, to harness the necessary resources to create a vibrant and sustainable environment for volunteering.

## DUTIES AND RESPONSIBILITIES

**Volunteer Brokerage and Promotion**

* Recruit, place and support volunteers for the Centre’s projects and for other organisations as required.
* Interview, refer and support individuals who wish to volunteer and to ensure the closest possible fit between potential volunteers and organisations.
* Promote projects and the service by making presentations to interested organisations.
* Participate in public displays to promote volunteering generally.
* Promote and maintain the Volunteer Essex website and database as necessary to encourage potential volunteers to use the site to find suitable volunteer opportunities
* Oversee promotion of the Centre’s activities via appropriate electronic means (this will include the use of social media & the production of a fortnightly bulletin).
* Plan and coordinate Volunteer Week events

**Good Practice Development**

* To ensure all Centre policies are reviewed on a periodic basis or whenever the relevant policy requires amendment due to changes in legislation or local government policy.
* To encourage the efficient use of volunteers and the promotion of good practice.
* To consult with all Centre user agencies and volunteers in the development of current services and setting up new projects.
* To provide and/or organise initial and ongoing training for Volunteering Involving Organisations and support to these VCS organisations to enable them to offer supportive placements.
* To coordinate a quarterly volunteers managers’ forum

**Strategic Development of Volunteering**

* Represent the Volunteer Centre on relevant groups and committees.
* Advise the Chief Officer on developmental opportunities.
* Take an active part in the Essex Volunteer Centre development including attending quarterly operations meetings.

**Management of Internal Volunteers**

* To be responsible for the support and supervision of volunteers at the CVS including their Health & Safety and induction.
* To ensure that staff and volunteers receive training commensurate with their responsibilities.

**Project Management and Monitoring**

* To negotiate with appropriate agencies and ensure compliance with all Service Level Agreements and Contracts.
* To oversee effective project delivery including Time Bank development and the South Essex Active Travel project.
* To maintain systems of monitoring and evaluating effectiveness of the projects and service and report on the outcomes to funders, the Chief Officer and Trustee Board. This will include ensuring that systems of recording are maintained including database records.
* To work to agreed targets and provide periodic reports.
* To ensure ongoing compliance with ISO9001

## TimeBank development

* Identify new opportunities within the voluntary sector to develop Timebanking in Basildon, with a focus on mini Timebanks.
* Promoting Timebank generally to interested groups and at key locations by giving local talks and presentations, participating in public displays and events to raise the profile of Timebank and increase membership, exchanges and creation of groups.
* Ensure all data is kept up to date on the Time and Talents database.
* Attend and contribute to quarterly Timebank network meetings as required.

## Internal

* To attend other relevant internal meetings as required
* To attend regular supervision and appraisal with the Chief Officer
* To prepare and submit written reports as required by the Trustee Board
* To carry out other reasonable tasks consistent with the grading and level of the post
* To work with other staff to provide support to organisations

## Other

* This job description will be reviewed and may be updated by mutual agreement.
* Ensure that all activities are provided on an equal opportunities basis, in accordance with relevant health & safety and data protection legislation.
* To carry out all tasks in line with current legislation and BBWCVS policies.

## Person Specification

The post holder will need a strong commitment to community involvement and participation as well as management, advocacy and organisational skills.

The post holder will also need to be self-reliant and able to prioritise activities.

**SKILLS AND KNOWLEDGE**

* Knowledge and understanding of the needs of individuals and their motivations to volunteer (E)
* Inter-personal skills with the ability to empower and enable volunteers (E)
* Working knowledge of the voluntary sector (E)
* Proven record of developing and managing projects (E)
* Ability to develop training sessions for volunteers and local voluntary groups (E)
* Establishing, building and maintaining internal and external relationships (E)
* Excellent written and verbal communication skills – the ability to communicate well in person, on the telephone and in writing to a wide range of audiences (E)
* Proficient in the use of computers including word processing, spreadsheets, data bases and be internet proficient. (E)
* An understanding of the benefits of Timebanking to communities and individuals (D)

**EXPERIENCE**

* Experience of working in or with the Voluntary Sector (E)
* Experience of assessing potential volunteers’ support needs(E)
* Experience of producing structured clear reports (E)
* Experience of public speaking and making presentations (D)
* A minimum of two year experience of managing, recruiting and supporting volunteers (E)
* Some management experience (D)

**PERSONAL ATTRIBUTES**

* Flexible attitude towards working hours (E)
* Enthusiastic and creative approach to work, with commitment to working as part of a team. (E)
* Ability to prioritise varied workload and work under pressure to meet

 deadlines (E)

* Understanding and commitment to equal opportunities (E)
* Happy to work in a small organisation and to undertake shared tasks as required(E)
* A flexible approach to work and a willingness to work within a changing environment, including a ‘can-do’ attitude (E)
* Ability to work to target orientated work plans (E)
* Commitment to personal and professional development (E)
* Commitment to the values and ethos of the voluntary sector (E).
* The nature of the work is flexible but will necessitate a commitment to evening and weekend work. (E)

Job Description reviewed by Chief Officer on behalf of the Trustee Board

Date 31 May 2019

**An enhanced DBS check will be required for this position.**