



Job Description

Position:	Supported Volunteering Co-ordinator
Responsible to:	Community Engagement Manager
Responsible for:	Supported Volunteering Admin Volunteer Course Mentor(s)
Hours per week:	12 hours per week
Place of Work:	Martin Snape House & Local Area

Main Purpose

To set up and run a programme of activities to meet the objectives of the VolunHeroes Supported Volunteering Group.

To incorporate best practice for working with vulnerable adults in all aspects of Supported Volunteering.

To develop GVA's Volunteer Passport Scheme in accordance with the project plan and funders requirements.

Secondary Purpose

To plan and prepare the Preparation for Volunteering Course (2 per year max), liaising with other agencies, partner organisations, support volunteers and funders as necessary.

To plan and prepare the Taking Part Course (2 per year max), liaising with other agencies, partner organisations, support volunteers and funders as necessary.

Primary Tasks

1. To promote the VolunHeroes group and its benefits to potential members and referral agencies.
2. To recruit group members, dependent on their needs and the appropriateness of the group to support them.
3. To work with group members in drawing up a programme of activities and make the necessary arrangements/preparations to deliver each weekly 2-hour session.
4. To seek out and co-ordinate group volunteering opportunities in the local area.
5. To arrange appropriate venues for group activities and transport for members, if required.

6. To work with group members to establish their goals and support them in working towards them, including the Volunteer Passport scheme.
7. To facilitate the participation of group members in voluntary activities and community events.
8. To record the information needed to compile evaluation reports for funders, GVA Exec and CVS Network reports on a quarterly basis.
9. To co-ordinate the Supported Volunteering Steering Committee, providing feedback on activities and contributing towards future planning.
10. To work within the allocated budget for Supported Volunteering, recording information necessary to maintain financial records using Gosport Voluntary Action's procedures.
11. To record information about participants on GVA's internal database, Volunteer Plus and in other records as necessary.
12. To develop GVA's Volunteer Passport Scheme, enabling participants to evidence their achievements in an appropriate manner.
13. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and wellbeing of children and vulnerable adults.
14. To carry out any other duties appropriate to the post as may be required.

Secondary Tasks

1. To co-ordinate a schedule of supported volunteering courses in accordance with funding, including arranging dates, room bookings and peer mentor(s).
2. To promote the Preparation for Volunteering course and Taking Part to referral agencies and potential attendees.
3. To conduct informal interviews with potential attendees to assess their suitability and support needs.
4. To support the Tutor in the delivery of Preparation for Volunteering and Taking Part courses in accordance with the scheme of work and lesson plans.
5. To recruit and line manage peer mentor(s) in the course of their work.
6. To work with the Community Engagement Team to support course members' progression into suitable volunteering opportunities where appropriate.
7. To provide cover for the Community Engagement Team, including volunteer interviews, as required.

Person Specification

Supported Volunteering Co-ordinator

	ESSENTIAL	DESIRABLE
EXPERIENCE		
Project co-ordination	Able to plan and co-ordinate a project that delivers against its outcomes	Experience of starting a new project and delivering against funder's requirements
Volunteer recruitment	Experience of the recruitment of volunteers and an understanding of their motivation and barriers they may face	Experience of recruiting volunteers with disabilities, mental health conditions or other support needs
Providing support	At least one year's relevant experience of working with vulnerable adults and an understanding of the issues they face and how best to support them. Practical knowledge of best practice procedures in working with vulnerable adults	Experience working with people with support needs in the voluntary sector or outside a clinical environment Mental health awareness training accreditation
Coaching	Experience of providing a supportive environment to individuals to enable them to achieve personal goals	Experience of creating Personal Activity/ Development plans
Monitoring / evaluation systems	Ability to record accurate and succinct activity data for monitoring/ evaluation purposes	Experience of using a web-based database and Google Sheets
Leadership	Experience of leading a group and enabling positive interaction	
Equality and diversity	An understanding of, and a commitment to, equal opportunities and diversity best practice.	
Safeguarding and data protection	An understanding of and commitment to data protection, safeguarding and	Experience of dealing with safeguarding issues

	confidentiality issues.	
QUALIFICATIONS		
GCSE		English and Maths
SKILLS		
Communication	<p>Excellent written and verbal communication skills.</p> <p>Ability to communicate with a wide range of people and to adapt to the needs of the individual, including people with learning disabilities, Autism Spectrum Disorders or mental health conditions</p> <p>Good standard of English grammar, spelling and punctuation</p> <p>Excellent listening skills</p>	<p>Able to write short, clear reports and case studies.</p> <p>Able to create and deliver presentations to a range of audiences about the group or courses</p> <p>Able to create promotional materials and press releases to promote the group activities</p>
Interview skills	<p>Confident in conducting one-to-one discussions in a supportive and non-judgmental way.</p> <p>Proficient in conversation management</p>	Making Every Contact Count (MECC) Training
Event Planning		Able to plan and run events connected to the group's aims and objectives
IT skills	Competent with using MS Office programs and the internet	CLAIT or ECDL RSA 2 Business Admin/ Word Processing
Driving	Full UK Driving Licence and access to a vehicle	D1 category on driving licence to drive a minibus MIDAS certificate
PERSONAL QUALITIES		
Interest in and understanding of people	<p>Able to deal kindly, sympathetically and patiently with people</p> <p>Aware of the difficulties that vulnerable people may</p>	

	<p>experience</p> <p>Capable of dealing with a range of challenging situations in an appropriate manner</p>	
Persuasion and persistence	Able to motivate a diverse group of people to achieve a common goal	
Commitment and enthusiasm	Well motivated and enthusiastic approach to the project	
Organisation and initiative	Able to devise and organise a programme of activities and see them through successfully	
Team work and flexible attitude	Able to work as a team member and be adaptable	
Reliability and conscientiousness	Aware of the responsibilities of the post	
Confidentiality	Able to respect the need to maintain complete confidentiality when needed	
Sense of humour		Always an advantage