

TERRENCE HIGGINS TRUST



JOB DESCRIPTION

Job Title	Living Well Specialist (Volunteer Co-ordination)
Reports to	Service and Partnerships Manager, Scotland
Liaison with	Volunteer Services, Grays Inn Road Work Positive Co-ordinator
Salary grade	C32- £23,892
Hours of work per week	35
Geographic remit	Scotland
Where role can be based	Glasgow

Job purpose: To deliver living well services to people living with or affected by Hepatitis C and/or HIV in Scotland. Supported by the Big Lottery Fund, **Peer Support Scotland**, is **people-led, strengths-based** and **connected** to local partners across the country to guarantee the best outcome for service users. The main focus of this role is to co-ordinate and oversee a volunteer programme that includes a variety of opportunities for people with lived experience of blood borne viruses (BBVs) to offer peer support to others.

Main duties of the role:

1. Co-ordinate and lead the volunteer recruitment process across Scotland, promoting good practice in the training and deployment of volunteers.
2. Uphold and champion the role of volunteers, both internally and externally, so that their contribution is respected and valued.
3. Identify and recruit volunteers to support the work of Peer Support Scotland and refer them to volunteering opportunities within THT Scotland and external agencies, where appropriate.
4. Engage with people living with Hepatitis C and/or HIV to encourage them to participate in our volunteer programme.
5. Carry out PVG checks on volunteers as required, maintaining all necessary records including an up-to-date database of active volunteers, their activities and hours worked.
6. Ensure all human resources and financial procedures are adhered to, including the authorisation of volunteer expenses.
7. Support colleagues across Terrence Higgins Trust Scotland to develop new volunteer opportunities and fill vacancies across services as the needs arise.
8. Oversee the induction and training of new volunteers, providing support and supervision as appropriate to ensure the effective deployment, management and retention of volunteers.
9. Maintain an up-to-date knowledge of issues relating to volunteering and volunteer management in Scotland.
10. Set up and carry out regular monitoring of key deliverables and outcomes for the skills development programme.
11. Any other reasonable duties assigned by the Service and Partnerships Manager.

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PERSON SPECIFICATION

Experience/Skills		Essential/ desirable	Assessment method
1.	Experience of recruiting and managing volunteers	E	A
2.	Project management experience	E	I
3.	Experience of working with colleagues in different locations to deliver a co-ordinated service	E	I
4.	Ability to setup and manage robust monitoring of project targets and deliverables	E	A
5.	Experience of providing general and specialist advice and information to the public (in a paid or voluntary capacity)	E	A
6.	Experience working with a range of volunteers and beneficiaries, across a variety of communities	E	A
7.	Experience of PVG regulations and procedures	E	A, I
8.	Excellent interpersonal skills, including good listening and the ability to influence those around you with enthusiasm and a positive, outgoing attitude	E	I
9.	Experience of working on own initiative and as part of a team	E	I
10.	Sound report writing skills, including an ability to produce reports efficiently in order to meet deadlines	E	A, I
11.	An understanding of Hepatitis C and HIV in relation to treatment and support.	E	A, I
12.	A working knowledge and understanding of child and adult protection issues, practices and procedures in Scotland	E	A, I
13.	Commitment to and understanding of equal opportunities both in the workplace and in delivering services	E	I
14.	Experience of designing and delivering training; excellent facilitation skills	E	A, I
15.	Ability to manage, lead and motivate others	E	A, I

Criteria assessment methods: Application = A; Interview = I; Test = T