



## **Volunteer Coordinator: Edinburgh and Lothians**

**Salary:** £24 000 pro rata  
**Hours:** 28 hrs per week  
**Location:** Edinburgh and Lothians  
**Contract:** Post funded until March 2020, extension dependent on funding

### **What we do**

Equal Futures works to improve social inclusion for adults with learning disabilities or autism.

We match each person with a volunteer facilitator who shares their interests. The initial focus is on befriending. The next step is finding activities to do in community settings; ideally welcoming places where friendships can be made.

Another aspect of our work is to build social networks, called Circles. When there are enough people in an individual's life, or new friendships, then the facilitator invites people to come together as a Circle of Friendship.

The person with learning disabilities or autism identifies what they want help with. This might include doing more social activities or providing emotional and practical support during a time of change.

### **Our Vision**

Everyone has friendships which are based on kindness, compassion and respect.

### **Our Mission**

To work alongside people to reduce loneliness and social isolation

### **Our Values**

- We are committed to positive relationships.
- Making a sustainable difference.
- Social inclusion for everyone

## **Job purpose**

Equal Futures is in an exciting phase of transition. We are broadening our approaches so that we can improve social inclusion for more people. We believe that volunteers are best placed to support us. Ordinary skills can make an extraordinary difference to the quality of life for people; reducing loneliness, and improving social connections. The successful candidate will have opportunities to shape and develop our approach to make a positive and sustainable difference.

## **Person Specification**

### **Essential**

- Effective line management skills, which offer support and guidance to volunteers
- Creative skills in design and delivery of appropriate training
- Confident in making the most of networking and building strong relationships
- Confident in making the most of community resources
- Ability to work on own initiative to manage a varied and demanding workload
- Able to work flexibly with a small team
- Excellent planning and organisational skills
- Excellent written and verbal communication skills; adaptable to different settings
- Ability to use evaluation tools and data collection methods which evidence both qualitative and quantitative impact

### **Desirable**

- Skills in providing peer support skills to small groups
- Able to produce varied and relevant content for social media
- Full driving license with access to car

### **Knowledge**

- Understanding and knowledge of issues affecting people with learning disabilities or autism which impact on social inclusion
- Sound knowledge of relevant policy and procedures for volunteering roles
- Good knowledge of Third Sector resources

### **Experience**

- At least two years working with vulnerable people, either paid or unpaid
- Evidence of supporting vulnerable people to achieve their goals
- Evidence of achieving high standards of work and successful outcomes
- Working in partnership with other organisations or agencies effectively

### **Personal attributes**

- A demonstrable commitment to volunteering and understanding of its potential
- Able to nurture engagement and enthusiasm in volunteers
- Resourceful and solution focused
- Able to actively listen to people and to connect easily to others
- Enjoy the challenges of finding new ways to deliver on objectives
- Ability to inspire all stakeholders: families, volunteers, partners

## **Role and key responsibilities**

- Place of work:** Edinburgh office, some flexibility to work from home.  
**Hours:** 28 hours per week.  
**Travel:** Most travel is within Edinburgh and Lothians. Team meetings are held alternately between Edinburgh and Glasgow.  
**Flexibility:** Community based work required to fulfil job purpose. Willingness to work some evenings and weekends when required. Some travel required to other areas to meet with stakeholders or attend events.

## **Key functions and responsibilities**

### **Carry out all aspects volunteer recruitment and management process including:**

1. Effectively recruit and train volunteers
2. Match each person with a volunteer who shares their interests
3. Support families and people with learning disabilities to define their goals and aspirations around having more social connections
4. Provide training, support and guidance to volunteers
5. Develop relevant training materials, including review of volunteer policies

### **Work alongside people with learning disabilities or autism to reduce loneliness and social isolation:**

1. Liaise with relevant organisations to receive referrals
2. Liaise with families or other key people in the individual's life; to identify needs and approaches to social inclusion
3. Complete relevant assessments, reviews and evaluations
4. Introduce an appropriate volunteer; provide ongoing support, guidance and monitoring throughout the match
5. Support volunteer and individual to set achievable goals, providing guidance on how these might be reached

### **Work effectively as a team member:**

1. Participate in team meetings, supervision and training
2. Collaborate with Director and team on tasks
3. Work alongside Director to generate and implement ideas for improving organisational delivery and achieving outcomes
4. Complete administrative tasks thoroughly and on time
5. Communicate empathetically with colleagues

**The post holder may be required to perform other duties relevant to the role, other than those given in this job profile.**