



**Tannahill Centre**

# Volunteer Co-ordinator Job Description

## Job Details

<b>Job Title:</b>	Volunteer Co-ordinator
<b>Hours of Work:</b>	35 hours per week
<b>Contract:</b>	Fixed term for 12 months
<b>Responsible to:</b>	Business Transformation Manager
<b>Responsible for:</b>	Volunteers and trainees
<b>Location:</b>	The Tannahill Centre, 76 Blackstoun Road, Ferguslie Park, Paisley, PA3 1NT

The Tannahill Centre exists to facilitate continuous social improvement in Ferguslie Park. We manage and operate the Tannahill Centre as a community asset to meet the recreational and social needs and aspirations of all sections of the community in Ferguslie Park, particularly young people and minority groups.

## Main purpose

As the Volunteer Co-ordinator you will be responsible for building the skills, knowledge and confidence of volunteers so that they can give back to their community whilst also meeting their own personal goals and ambitions.

You will be responsible for implementing policies, procedures and practices within the Tannahill Centre so that those who volunteer with us are doing so in a safe and nurturing environment and you will work with groups and individuals so they can develop and share their skills with their community.

## Main duties and responsibilities

### Volunteer recruitment, induction and training

1. Recruit volunteers ensuring those who face additional barriers to getting involved in their community have equal access to our volunteering opportunities.

2. Induct volunteers, ensuring all necessary checks and training is undertaken as part of our child protection, vulnerable adults, health and safety and other relevant policies and policies.
3. Coordinate, develop and deliver a mix of essential training and personal development opportunities for volunteers, working with partners and other key stakeholders as appropriate.
4. Produce case studies in partnership with volunteers in order to promote volunteering, celebrate the impact volunteers are having on their community and inspire others to volunteer.

### **Volunteer management**

5. Provide support and supervision to volunteers that is appropriate to their role and their needs.
6. Work with the Business Transformation Manager to develop and implement a monitoring framework that collects the impact volunteering has on volunteers, their families and the wider community.
7. Develop good practice and procedures in volunteer management and ensure staff are full equipped to work alongside volunteers.
8. Regularly monitor and review volunteering across the organisation to ensure volunteers receive enough support.
9. Create opportunities for volunteers to network with each other and celebrate their achievements through events and social media activity.

### **Developing volunteering**

10. Develop and maintain relationships across a range of community groups, organisations and agencies operating in Ferguslie Park that can ultimately support volunteers give their time to their community and meet their own personal goals.
11. To work with staff, partner organisations and existing volunteers to develop new volunteer opportunities.

### **Health and safety**

12. Have regard for your own Health and Safety and that of all using the premises and groups. Attending Health and Safety Training and refresher training as required.

## Miscellaneous duties

13. Undertake any other reasonable tasks required by the Business Transformation Manager or other such authorised person to allow the efficient running of the project without changing the general character of the level of responsibility entailed.



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# Volunteer Co-ordinator Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge</b>	<p>A qualification or significant experience in community work, volunteer management or human resource management.</p> <p>Knowledge of good practice in relation to volunteer management.</p>	<p>Up-to-date local knowledge that can be put to use in recruiting and supporting volunteers.</p>
<b>Relevant work or other experience</b>	<p>Experience of recruitment, training and supporting staff or volunteers.</p> <p>Experience of organising events and learning programmes.</p> <p>Experience of developing relationships with key partners, services and organisations.</p>	<p>Experience of designing and delivering training.</p>
<b>Particular skills and abilities</b>	<p>An ability to develop relationships of trust and communicate with people on a one-to-one basis and in groups.</p> <p>Word, excel or any other relevant computer experience.</p>	<p>Good understanding of the motivational and training needs of volunteers.</p>
<b>Personal qualities</b>	<p>Self-motivated and having a 'can-do' attitude.</p> <p>Committed about learning and development for self and others.</p> <p>Flexible and positive approach and desire to work with people in a non-judgemental and person centred way.</p>	<p>Interest in the local community and other activities carried out by the Tannahill Centre and its beneficiaries.</p>
<b>Additional job requirements</b>	<p>Acceptable PVG check.</p>	

	<p>Available to work flexible hours including weekends and evenings with reasonable notice.</p> <p>Be able to attend appropriate training as required</p>	
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