

JOB DESCRIPTION

JOB TITLE: Volunteer Development Officer

PAY: £24,199.50-£26,426 (Grade G PT 44-50)

ACCOUNTABLE TO: Community and Partnership Manager

RESPONSIBLE FOR: Volunteering Development within Renfrewshire's Third Sector

MAIN PURPOSE OF JOB

The post holder will be responsible for developing and delivering a comprehensive, innovative volunteering support programme on behalf of Engage Renfrewshire.

Main duties

1. To create and implement an effective and creative marketing strategy which raises the profile of and increases commitment to volunteering in Renfrewshire, including building a social media presence on appropriate platforms and developing other online and offline communications which support volunteering objectives
2. To develop and implement plans to fulfil the key aims of current and future Engage Renfrewshire Volunteering Strategies
3. To support local third sector organisations to provide an excellent volunteer experience; supporting in the development of volunteering opportunities, and in the recruitment, training, management and retaining of volunteers
4. To provide a volunteering network which supports networking, collaborative working, and which is courageous in addressing and finding innovative solutions for current issues
5. To build and maintain relationships with key agencies such as local further and higher education, DWP, Renfrewshire Council and local employability initiatives
6. To implement formal and informal ways of recognising and celebrating the contribution of volunteers and to promote and support the annual Volunteers' Week celebration
7. To support individual volunteers from harder to reach groups, particularly current projects such as Home and Belonging, and develop strategies to overcome barriers to volunteering in Renfrewshire
8. To promote Saltire Awards and develop opportunities for youth volunteering
9. To support local organisations to achieve Volunteer Friendly status
10. To utilise the MILO (Salesforce) database to ensure that information is comprehensive and up to date and to run reports, analyse data and spot trends, which support the fulfilment of targets and strategic aims, and to evaluate the contribution of volunteers in Renfrewshire
11. To manage volunteers within Engage to assist the smooth running of the Community And Voluntary Action (CAVA) team

12. To ensure all member organisations, staff, trustees and volunteers within Engage Renfrewshire are kept aware of good practice in volunteering and of any changes in legislation, which may impact on volunteering
13. To report to and work productively with the Community & Partnership Manager, and collaborate where relevant with other CAVA staff
14. To understand and connect with the aims of Scottish Government and Renfrewshire Community Planning Partnership
15. To adhere to all Engage Renfrewshire's policies and procedures.
16. Any other duties which are consistent with the duties and responsibilities of the post

Person specification (E = essential, D = desirable)

- Experience of recruiting, developing, supervising and training volunteers (E)
- Experience of contributing to and implementing marketing and/or communications plans (E)
- Understanding of how volunteering contributes to and enhances organisational objectives (E)
- Experience of collaborative working with other organisations and/or cross-sector working (D)
- Experience of recording and utilising data for reporting and communication purposes (E)
- Experience of gathering and repurposing case studies, testimonies, photos and quotes (D)
- Experience of contributing to campaigns and/or running events (E)
- Knowledge of volunteer guidelines and best practice (D)
- Understanding of barriers into volunteering and how to work with harder to reach groups (D)
- Ability to represent Engage Renfrewshire at inter-agency meetings and events (E)
- Ability to be well organised and to use initiative (E)
- Ability to diary manage and to identify priorities within a busy workload (E)
- Excellent inter-personal, communication and problem solving skills (E)
- Excellent digital skills including social media (E)

Closing date: Friday 4 October, 2019

Interviews: Monday 14 October, 2019