

Job Description

Development Worker
Part Time 27 hours per week

**A Place to Live: Wayfinder Partnership
(based from Royal Edinburgh Hospital Volunteer Hub)**

This post is funded by Edinburgh Health & Social Care Partnership and until 31 March 2021, start date Monday 16th March 2020.

Volunteer Edinburgh provides access to volunteering to members of the public and support to organisations that involve volunteers. It is a company limited by guarantee with charitable status. The organisation promotes and develops volunteering in Edinburgh through a range of projects and has a key leadership role in making Edinburgh a city in which volunteering in all its forms can flourish and thrive.

Background to post

Volunteer Edinburgh (VE) is committed to involving people of all ages and backgrounds in volunteering. The Royal Edinburgh Hospital (REH) Volunteer Hub was developed in 2008 and supports the engagement of in-patients and members of the public in volunteering initiatives across the hospital.

This post contributes to the work of “A Place to Live: Wayfinder Partnership”, a public social partnership which has enhanced and developed services that support people with complex mental health needs in their own homes and within shared living resources in the community. The Partnership is comprised of NHS Lothian, Carr Gomm, Penumbra, Volunteer Edinburgh and City of Edinburgh Council.

Function of the Post

To deliver a responsive and flexible volunteering service which supports the principles and activities of the Wayfinder Partnership (see attached Wayfinder Matched Care Model) with specific focus on:

- Connecting service users with their community
- Promoting and supporting individuals’ activities and interactions
- Identifying and addressing areas for improvement in service users’ accommodation and making better use of space

The post holder will work closely with staff from the other partner organisations and with Volunteer Edinburgh staff managing current volunteering initiatives within the Royal Edinburgh Hospital.

Places of work

The post holder will contribute to individuals’ preparation for discharge, transition to supported accommodation and/or settlement in the community. The post is based from the Royal Edinburgh Hospital (Morningside). Main places of work are supported

accommodation sites in Firrhill and Sighthill, Edinburgh. Additional locations may be identified at future dates.

Accountable to

Service Manager (REH Volunteer Hub) and then to the Director of Services.

Main Duties

- Promote the personal and community benefits of volunteering to service users and to staff within the NHS and other voluntary organisations.
- Identify, develop and co-ordinate pre-volunteering activities and volunteering opportunities which support the rehabilitation and progression of service users who have complex mental health needs.
- Identify and develop opportunities to engage volunteers from the general public to support the progression of service users.
- Hold designated responsibility for the management of volunteers undertaking these opportunities e.g. recruitment, induction, training, matching to appropriate opportunities, ongoing support & supervision.
- Maintain accurate records of all volunteering activity and contribute to collective monitoring procedures.
- Develop and consolidate relationships with all volunteering interests and partners in the hospital, across the Wayfinder Partnership and in the communities surrounding supported accommodation sites

Other Duties

Volunteer Edinburgh is a small organisation. All staff are expected to be able to work flexibly and to share collective responsibilities for core Volunteer Edinburgh work. This includes supporting our volunteers, advising members of the public who approach us and supporting activities promoting best practice in volunteer's management. Staff may also be required to take on additional tasks from time to time in consultation with the Line Manager.

This post involves regulated work with protected adults. PVG Scheme membership will be required.

Outline Conditions of Service:

Supervision

Supervision sessions with Service Manager (REH Volunteer Hub) at six weekly intervals.

Salary

Starting salary is SJC pt 27. At March 2020: £26,272 p.a. pro rata, £20,267 p.a. at 27 hrs/wk. As of 1 Apr 2020 - £20,875 p.a. at 27 hrs/wk.

Hours of Work

Normal working hours are 27 hours per week. Working days are negotiable. Volunteer Edinburgh offers time off in lieu. Occasional evening or weekend work may be required.

Holidays

Annual leave entitlement is 29 days plus 6 public holidays (pro rata). The leave year runs from the 1st April to 31st March. There are also 2 additional 'floating' days which are normally taken over the Christmas/New Year break when the office is closed.

Pension

Volunteer Edinburgh offers an Employer Pension Scheme. Volunteer Edinburgh pays a 7% employer pension contribution and employees must pay a minimum contribution of 3%. Staff may opt out if they wish.

Termination

A minimum of one month's calendar notice will be required.

Probation

There will be a probationary period of six weeks followed by a review.

Review

This job description is open to review by Volunteer Edinburgh's Chief Officer and Management Board as and when appropriate in consultation with the post holder.

