

Volunteer Coordinator – Role Description

Location: The role is currently based within Greenock, however the job location may move within the Inverclyde Council area. Some work outside of the Inverclyde area should be expected

Line Manages: None

Budget Responsibilities: Minor

Salary: £22,500 pro rata

Hours: 35hrs per week or pro rata, normally 9-5 Monday-Friday however some evening and weekend work may be required

The Role

The Volunteer Coordinator will play a vital role in CVS Inverclyde. The role will be to coordinate all aspects of our volunteering services that provide support and provisions to vulnerable people in Inverclyde. The role requires a high level of organisational skills and the ability to schedule and coordinate volunteers. The role holder will also recruit, support and retain volunteers. Additionally, you will work alongside our Volunteer Development Officer to provide support where required.

Training relevant to the requirements of the post will be offered. The post-holder will be required to attend appropriate training and conferences.

Specific Duties and Responsibilities

The specific duties and responsibilities of the role-holder will vary upon demand and the needs of customers. However it would be reasonable to expect that the following would form part of regular duties:

- 1) To communicate with the general public and our partners
- 2) Recruit, retain and support volunteers
- 3) Coordinate and schedule volunteers
- 4) To provide orientation and ongoing relevant training to volunteers
- 5) Promote volunteer recognition and best practice
- 6) Raise awareness of volunteering in Inverclyde
- 7) Promote volunteers and volunteering as part of Volunteer Week
- 8) Attend meetings and networks that are appropriate to this role
- 9) Such other duties as may be required by the Chief Executive

Person Specification

Qualifications

Educated to Degree level	Desirable
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Competencies

Strategic Awareness	Level 2
Quality and Change	Level 2
Effective Decisions	Level 2
Communication & Leadership	Level 3
Partnership Working	Level 3
Continuous & Professional Development	Level 2
Knowledge & Skills	Level 2
Delivering a Quality Service	Level 2
Taking Responsibility	Level 2

Experience / Knowledge

Experience of volunteer coordination	Essential
Good communication skills	Essential
Good IT skills with ability to use Word, Excel and Outlook	Essential
Good organisational/Coordination Skills	Essential
Knowledge, skills and experience of volunteering such as volunteer management and training	Desirable
Knowledge of local area	Desirable
Driving licence and own vehicle	Desirable