



Freephone Support Line: 0808 802 5555

Business Line: 01383 732289

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Email: info@fifewomensaid.org.uk

Dear Applicant

Thank you for your interest in the post of:

Volunteer Co-ordinator

This document provides information on the Job Description and Person Specification for the above role. Please mark clearly on the application form available on our website which post you are applying for.

Please ensure that you read the information in this document fully before completing your application.

Please note, all applications and relevant recruitment documents will be held confidentially and destroyed after 6 months, apart from documents relating to the successful applicant. If you would rather we did not store your details please inform us. Our Privacy Statement is available on our website <http://www.fifewomensaid.org.uk/privacy-notice/>

The closing date for applications is 5pm on Wednesday 23rd September 2020

Interviews will be held on Friday 2nd October 2020

We thank you for your interest in our work with women, children and young people who have experienced domestic abuse.

Kate McCormack

Kate McCormack
Manager

JOB DESCRIPTION

Job Title:	Volunteer Co-ordinator
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Hours:	36 hours per week
Salary:	£22,464 - £25,128 per annum

Job purpose

The purpose of this post is to co-ordinate and develop volunteering within the Befriending Service at Fife Womens Aid which provides support to women who have experienced domestic abuse. This role contributes to the aims and objectives of Fife Womens Aid.

Reporting to

Team Senior

Key activities

Responsible under the general direction of the Team Senior for the recruitment, training, development, support and supervision of befriending volunteers within Fife Women's Aid. Contribute to the monitoring and evaluation of volunteer projects and the development of volunteering activities within the Befriending Service at Fife Women's Aid.

Duties and Responsibilities:

1. To recruit, support, supervise and mentor a rolling cohort of volunteers within Fife Women's Aid. This may include providing support remotely depending on circumstances.
2. To plan work schedules and rota's for volunteers ensuring the provision of volunteering services at times and locations which meet service user needs. This may include working out with office hours.
3. Work closely with service team seniors, to oversee the ongoing training and development of all volunteers. This will include providing induction, in house training (face to face and remotely) and sourcing internal/external training opportunities.
4. To generate and develop appropriate volunteering opportunities based on the needs of the organisation.
5. Implement Fife Women's Aid volunteer policies and procedures and develop additional resources to support the recruitment, development and retention of volunteers.
6. Work in partnership with other agencies across different sectors in order to establish good working relationships to influence decisions about volunteering.

7. Promote volunteering and raise awareness on the value, role and functions of volunteers (both internally and externally). This may include provision of information, awareness raising and publicity events and activities to raise staff awareness of the role and function of volunteers.
8. To contribute to monitoring and evaluation for the service, ensure the accurate recording and processing of data and prepare reports as necessary for both internal and external purposes.
9. Support the Manager, Operational Lead and team seniors in achieving the aims and objectives of FWA, working within and complying with all organisational policies, procedures, legislation and regulatory and funding bodies.
10. Working closely with all colleagues take responsibility for promoting a culture of continuous improvement, strong service user focus and collaborative working. Promote effective team communication, team building and strategic planning through collaborative and participatory work practices.
11. Ensure that principles of equality and anti-discriminatory practice are embedded throughout all aspects of FWA operational and organisational activities. Take a proactive role in promoting equality and anti-discriminatory practice throughout all aspects of the service.
12. Comply with relevant health & safety legislation and good practice as set out in Fife Women's Aid Health & Safety policies and guidance.
13. Perform other duties as reasonably required by the Manager and show commitment to ongoing personal development.

Person Specification

Qualifications, Training and Experience	Essential	Desirable
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Educated to at least SVQ Level3 or equivalent in relevant subject		D
At least 3 years experience of providing services to vulnerable client groups	E	
Experience of working with volunteers	E	
Experience in managing volunteers or paid staff in both formal and informal settings	E	
Knowledge of Data Protection Legislation and good practice		D
Experience in providing training	E	
Competencies		
Excellent communication and interpersonal skills	E	
Good leadership skills with experience of managing and developing teams and individuals	E	
Good organisational and IT skills appropriate to level of role	E	
Ability to problem solve, prioritise tasks, meet deadlines and delegate effectively	E	
Proven ability to work effectively with partnership agencies		D
Knowledge of the causes and effects of domestic abuse and understanding of a feminist approach to domestic abuse		D
Understanding of trauma informed approaches	E	
Personal Qualities		
Committed, effective and co-operative	E	
Open and empathic	E	
Self motivated and with the ability to motivate others	E	
Flexible and responsive approach with ability to adapt to meet the needs of the organisation	E	
Commitment to equal opportunities and anti-discriminatory practice.	E	
Special Requirements		
Able to work flexibly including some evenings and occasional weekend work	E	
Ability to travel within and out with Fife	E	
Ability to have business motor insurance if required		D
Organisational Culture		
Fife Women's Aid is committed to bringing an end to domestic abuse and providing a high standard of service to its service users and other stakeholders. The post holder must share a commitment to achieving the objectives of Fife Women's Aid.		

Fife Women's Aid strives to be an equal opportunities employer. Fife Women's Aid welcomes applications from women from all sectors of the community. Under Schedule 9 of the Equality Act 2010 only women are eligible to apply. Reg Scottish Charity SC011689