

**Volunteering Hub – Royal Edinburgh Hospital**

**Development Worker**

Part Time 17.5 hours per week. Fixed term contract to 31 March 2022.

Job Description

**The Organisation**

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.

**Royal Edinburgh Hospital Volunteering Hub**

Volunteer Centre Edinburgh is committed to involving people of all ages and backgrounds in volunteering. The Volunteer Hub within the Royal Edinburgh Hospital (REH) was established in September 2008 and is a unique service which engages in-patients and members of the public in high quality volunteering opportunities throughout the hospital and in the community. The service supports the recovery and progression of patients, most of whom have complex and enduring mental health problems, as well as other health issues and support needs.

The service is currently funded by NHS Lothian until 31st March 2022.

**Function of the Post**

1. To provide guidance and support to patients who wish to participate in voluntary work in the hospital or community, as part of their recovery.
2. To recruit, train and support members of the public to engage in volunteering which supports the recovery of REH patients.
3. To work in collaboration with NHS, and other third sector colleagues, to ensure the service supports the treatment goals of individual patients and benefits the wider hospital community through improvements to the hospital environment and creation of quality experiences and opportunities.

**Place of work**

The main place of work is the Royal Edinburgh Hospital, Morningside Terrace, Edinburgh.

**Accountable to**

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

**Main Responsibilities**

* Promote the personal benefits of volunteering to patients and staff in the Royal Edinburgh Hospital
* Identify, develop and support volunteering opportunities which support patients’ recovery and progression
* In collaboration with NHS clinicians, support patients to engage in volunteering opportunities
* Recruit, train and support volunteers from the general public to support patients’ engagement in activities
* Monitor the health gains and personal development of all volunteers
* Work in partnership with NHS staff and other third sector organisations to ensure volunteer engagement in the REH is of high quality and improves the experience of patients and the wider hospital community
* Build relationships and work in partnership with all volunteering interests in the hospital e.g. Art Link, Hive and Patients Council
* Work with hospital staff to generate new opportunities for Activity Buddies to volunteer

**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 the REH Volunteer Hub Service Manager at six weekly intervals

**Salary**

SJC pt 28, currently £13,958 gross p.a. at 17.5 hrs/wk. (FTE £27,916)

We are awaiting a cost of living uplift to the SJC scales for 2021/22.

**Hours of Work**

Normal working hours are 17.5 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 for part time employees).

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 calendar month 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 Centre Edinburgh’s Chief Executive and Management Board as and when appropriate in consultation with the post holder.