

Volunteering Development Officer (Employability)



Job Description and Person Specification

Post Title:	Volunteering Development Officer (Employability) 35 hours per week, fixed term: initially funded until March 2022
Salary:	£25,600 per annum, plus 8% pension (with the organisation contributing 7%) and extensive employee benefits programme
Location:	Glenrothes – travel around Fife is required
Reporting to:	Head of Volunteering Development

Main Purpose of Post

To recruit, support and develop volunteers in Fife, including supporting individuals facing barriers in their lives. To support Fife Voluntary Action's partnership contribution to Fife Employability and Training Consortium (Fife-ETC), promoting volunteering as a route to employment. To work with organisations to support them to provide meaningful volunteering opportunities which deliver good outcomes for volunteers and organisations.

Main Duties / Key Responsibilities

1. To maintain and develop Fife Voluntary Action (FVA) as the centre of excellence for volunteering and to support the delivery of volunteering development activities across Fife;
2. To support FVA's partnership contribution to Fife Employability and Training Consortium (Fife-ETC) which is funded by Opportunities Fife and European Structural and Investment Funds (ESIF);
3. Work with organisations and services to promote Fife-ETC and ensure supported referrals to the service;
4. To provide appropriate support and guidance to customers wishing to volunteer with volunteer involving organisations, and actively identify new voluntary opportunities in Fife;
5. Work closely with individuals facing multiple barriers and who are requiring additional support to achieve their individual goals; with a particular focus on people experiencing mental health problems;
6. Work collaboratively with organisations, projects, community groups and other statutory and third sector bodies to enhance their capacity to recruit, manage and retain volunteers and to highlight gaps in provision in local services, where volunteering can fill this void;
7. To promote and develop good practice models for volunteer involving organisations covering all aspects of volunteer involvement including policies, practice, PVG and managing difficult situations;
8. To work on the development and promotion of peer mentoring opportunities as part of the volunteering experience;
9. To represent the organisation at meetings e.g. Local Planning Groups and other external partnership meetings and actively promote and publicise the benefits of volunteering to stakeholders, client groups and referring agencies through attendance at events and delivery of workshops/presentations;
10. Deliver training to professionals and customers on a range of topics including volunteer

- management and taking first steps into volunteering;
11. To update records of work with customers and partners on our database system as well as Fife Online Referral Tracking System (FORT);
 12. Actively support FVA's work to promote and celebrate volunteering, with a focus on embracing diversity and inclusion in volunteering and to ensure volunteering is accessible for all and reflects the diversity of communities across Fife;
 13. To monitor and evaluate service provision including producing reports and customer case studies;
 14. Undertake training related to the post as appropriate and with agreement from the Head of Volunteering Development.

This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from employees in the role. The organisation reserves the right to require employees to perform other duties from time to time and to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the organisation's business.

There is a requirement to work evenings and weekends as necessary to ensure appropriate fulfilment of duties.

Person Specification - Knowledge, competences, and experience:

Essential requirements:

- Relevant professional qualification and/or proven relevant community development experience;
- Demonstrable commitment to and understanding of the mission and values of FVA and a personal commitment to organisational excellence;
- Understanding of the community and third sector;
- Demonstrable relationship building and networking skills, including experience of working in partnership and collaboration with others;
- Previous practical experience of working with, and supporting, volunteers, including understanding of the needs and motivations of volunteers;
- Practical experience in supporting people with mental health problems and those facing multiple barriers to participation;
- Knowledge of best practice in all issues relating to volunteer management and support;
- Good verbal and written communication skills and experience of delivering presentations to a diverse range of audiences e.g. customers, professionals and other stakeholders;
- Positive and "can do" attitude with a willingness and commitment to reflect, learn and improve, develop new ideas and work as part of a team;
- Proven capacity to manage a diverse workload and prioritise effectively to meet deadlines;
- Efficient, self-motivated, and proactive, with good organisational skills;
- Demonstrable understanding of equality, diversity and inclusion including displaying honesty, integrity and a strong sense of ethics in all actions and decisions;
- Excellent interpersonal, oral, written, numeracy and ICT skills to fulfil working responsibilities;
- Valid driving licence and access to a car.

Desirable requirements:

- Previous experience of delivering training and/or group learning;
- Previous experience of volunteering;
- Experience of working within the third sector;
- Qualification in volunteer management.