

# VOLUNTEER DEVELOPMENT OFFICER



Name of Employer:	<b>Re-Union Canal Boats Ltd</b>
Hours:	<b>18 hours per week</b>
Salary:	<b>£11,520 per annum (£24,000 pro rata)</b>
Title of post:	<b>Volunteer Development Officer</b>
Responsible to:	<b>Development Manager</b>
Location of post:	<b>Edinburgh Quay, Lower Gilmore Bank, EH3 9QP</b>
Contract term:	<b>12 months in the first instance with a view to being extended depending on funding</b>

## Background

Re-Union Canal Boats has been operating since 2004 working with canal-side communities near the Union Canal from our base in Edinburgh. Re-Union supports and encourages communities to engage positively with the canal, to promote its heritage, environment and amenity, with a view to encouraging more local people to use the canal to their benefit. We also aim to support those suffering barriers to participation through volunteering. Many of those we work with are socially isolated, unemployed or struggle with mental health issues. We work with support agencies who refer and signpost their clients to us as our track record shows that our mix of projects and activities bring positive impacts.

Through COVID our public facing operations – volunteer opportunities and boat trips on the 60ft wide beam boat, the Lochrin Belle - have all but closed for a whole year. However much work has been done behind the scenes developing and shoring up the organisation so that we can continue to deliver our mission in a post-pandemic society.

## Job Overview

Following the pandemic, Re-Union wishes to employ a dedicated person to work with our volunteers to support them and help them re-engage with our work. We also want to reach out to others who may benefit from our volunteering opportunities, particularly in terms of personal development and confidence building, and if relevant assist them to move towards the labour market or formal education.

In the past, volunteer programmes have often been linked to the funding received e.g. specifically a Heath related project, however the Board of Directors are committing the organisation's own funds for the first year of this post, to make sure

the programme developed is centred on the needs of the volunteers and there is no restrictions on who can be recruited to programmes.

This role will involve re-engaging and recruiting Re-Union Volunteers and developing a suitable volunteer programme for people to participate in, based on but building upon our past activities. You will also take an active role in the administration of boat trips, with particular responsibility of assembling crew members for the trips.

## **Working Hours**

You will be contracted to work 18 hours each week in a mutually agreed work pattern, which may include working flexibly and could include some weekends. It is expected that at least one full day per week will be required working on location directly with the volunteers. However, there is the potential for some of the administration hours to be worked flexibly and from home, if required.

## **HOW TO APPLY**

Please send a copy of your CV and a Covering Letter detailing how your relevant experience would enable you to carry out the job role, as described below.

If you have any questions please phone Rachel Sedman, Development Manager for an informal chat on 07716 745978.

**Send applications by email to [rachel@re-union.org.uk](mailto:rachel@re-union.org.uk) by 5PM ON MONDAY 31<sup>ST</sup> MAY 2021.**

**Interviews will take place the week commencing 7th June.**

## **JOB DESCRIPTION - Volunteer Development Officer**

---

**Specifics of the role include:**

### **Develop, manage and deliver a new programme of volunteer activity**

- Develop and coordinate a regular volunteer training programme, based on but not limited to past volunteer activities (that have included crew training, bankside activities, hospitality, canal history, wildlife and biodiversity)
- Plan and deliver activities to re-engage Re-Union's current volunteers
- Recruit, select, supervise and support new volunteers
- Liaise with agencies to generate referrals
- Organise a rota of volunteers to ensure all boat trips, work boat days and events have appropriate volunteers to deliver them
- Ensure that all Health & Safety requirements are complied with, along with Re-Union's equal opportunities, child and vulnerable adults, environmental and educational policies

**Develop one-to-one relationships that will increase the confidence, self-esteem, motivation and skills of our volunteers to enable them to reach their potential in the widest sense, including enabling them to access education, employment or further training.**

- Identify development needs and organise a range of appropriate opportunities for individual volunteers
- Work with individual volunteers to develop personal action plans and ensure that volunteers are benefiting from participation in Re-Union
- Support volunteers in achieving recognised volunteer awards e.g. Saltire Award or other appropriate schemes
- Liaise with referral agencies and support workers to assist the volunteers in achieving their goals

### **Support the delivery of boat hires**

- Work with the Skipper to co-ordinate crew for trips
- Work with the Development Manager to bed in the new online reservation system into Re-Union's working practices
- Contact Customers to finalise details of private hire trips
- Work with partner organisations who are hiring the boat for their purposes to ensure the boat and our volunteers deliver what is required to support their work
- Contribute to the marketing of the boat trips on offer

### **Participate in all aspects of the management and monitoring of the volunteer programme**

- Develop the work in line with national standards aimed at ensuring the quality of volunteering opportunities and support available
- Create and implement a monitoring and evaluation process to record volunteer activity
- Produce regular reporting information for the Board of Directors
- Work closely with the Development Manager to ensure achievement of the overall aims and objectives of Re-Union
- Coordinate and work with other Re-Union staff, volunteers and Board of Directors
- Participate in planning meetings and reviews
- Devise a personal work plan in liaison with the Board and Development Manager
- Any other reasonable activities, related to Re-Union's activities and its volunteers