



Govan Home and Education Link Project (Govan HELP)

Volunteer Development Worker – Job Description and Person Specification

Job Description

Job Title: Volunteer Development Worker

Hours: 21 hours per week

Salary: £26,000 (pro rata, 0.6FTE)

Volunteer Development Worker - Role and Responsibilities

Role:

Govan HELP offer a range of Training and Volunteering opportunities that aim to support parents from the local Govan area to gain confidence, new skills and experience. We have a well-established training programme for Schools Volunteers, who support learning in the classrooms in five local primary schools and a recently developed training programme for volunteers within our most recent project, The Govan Pantry. The postholder will be dynamic and engaging with excellent communication and volunteer management skills, as well as a commitment to delivering a high-quality service in line with our mission and core values. The postholder will be responsible for the co-ordination and delivery of the following aspects of the role:

Responsibilities:

- Working with Govan HELP programme colleagues, develop and co-ordinate a range of training and volunteering opportunities for Schools Volunteering and The Govan Pantry
- Promotion of volunteering opportunities within the community and through local partnerships to support recruitment of parents
- Co-ordinate the recruitment and vetting of volunteers through application process including PVG checks and references
- Organise and facilitate volunteer induction and training sessions for the delivery of Govan HELP's Volunteer Training Programmes
- Motivate and inspire parents to build skills and gain experience to improve their employability prospects
- Work in partnership with schools, nurseries and The Govan Pantry team to co-ordinate volunteer timetables
- Support volunteers to complete Community Achievement Awards, delivered as part of the programme in the community, in partnership with Glasgow Clyde College.
- Provide individual and group supervision in line with the needs of the volunteers
- Provide ongoing training and development opportunities in line with the needs of the volunteers.
- Manage the administration of volunteer expenses.
- Sustain and develop positive relationships with a wide range of partners and key stakeholders.
- Support volunteers to actively participate in evaluating the project through feedback questionnaire and group sessions
- To promote and represent Govan HELP at meetings and events.

This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude to the duties, which may have to be varied subject to the needs of the service and in keeping with the general profile of the post.

PVG Scheme Membership

This post is exempt from the Rehabilitation of Offenders Act 1974 by the Exclusions and Exemptions (Scotland) Order 2003 and as such any appointment will be subject to them having appropriate PVG Scheme Membership.

This post is funded on a fixed term basis until March 2023 by Glasgow Communities Fund, Glasgow City Council.

PERSON SPECIFICATION

Volunteer Development Worker

Education/Qualifications	Essential	Desirable
Relevant qualification in Community Development		✓
Experience		
Experience of volunteer coordination	✓	
Experience of working with children and families		✓
Experience of working with interpreters		✓
Previous experience of working in a community-based project	✓	
Experience of sensitively supporting, mentoring or enabling others	✓	
Experience in facilitating groups and delivering trainings	✓	
Experience of working in partnership with other organisations	✓	
Experience of monitoring and evaluation of complex projects or services		✓
Skills/Ability		
Ability to motivate others	✓	
Excellent organisational skills, with the ability to manage time, prioritise workload and meet deadlines	✓	
Ability to work independently and as part of wider team	✓	
Good written and verbal communication skills	✓	
Computer literate – working knowledge of Word and Excel	✓	
Clean driving licence and access to a car		✓
Values and attitudes		
A high standard of work ethics; honest, reliable, and willing to take a flexible approach to work requirements	✓	
An open minded and friendly approach to individuals, avoiding judgement and stereotyping	✓	
Knowledge & Understanding		
Awareness of equal opportunities and confidentiality issues	✓	
Working knowledge of GIRFEC (Getting It Right for Every Child) and Children's Safeguarding		✓