



# Intandem Volunteer Coordinator

## Job Description

<b>Post Title</b>	intandem Volunteer Coordinator
<b>Responsible to</b>	Project Manager
<b>Duration of Contract</b>	Fixed Term for 12 Month- Maternity Leave
<b>Hours of Work</b>	35 hours per week
<b>Times of Work</b>	Variable According to need, including evenings and weekends
<b>Salary</b>	£ 23,360
<b>Location</b>	Based at Y sort it Youth Centre covering West Dunbartonshire

### Job Outline

Intandem, Scotland's mentoring programme for young people brings together vulnerable young people with a mentor to build a consistent and trusting relationship, and improve their chances in life. The Scottish Government has appointed Inspiring Scotland to lead the development of the intandem programme.

Initially the programme will focus on providing mentoring for children and young people aged 8 – 14 years who are looked after at home. Intandem recognises a young person's need to have at least one long term relationship with a positive adult role-model.

Y Sort It is a Company Limited by guarantee, run by an elected board of directors who are young people aged between 16 and 25. Y Sort It provides a range of youth activities, groups and support services for young people throughout West Dunbartonshire on both a centre-based and outreach basis. We ensure young people are able to make informed choices relevant to their lives, and have support in doing so.

Mentors play a vital role in helping young people become independent, develop goals and find ways to achieve them. As intandem volunteer coordinator you will be responsible for recruitment, support and the motivation of volunteer mentors and overall service coordination. You'll play a key role in changing young people's lives for the better.

The focus in every mentoring relationship will be on developing the child, recognising and building their strengths, and providing support and encouragement to deal with difficult and challenging situations in their lives.

## **Main Duties**

- Recruitment, induction and training of volunteer mentors
- Providing on-going support and supervision for volunteer mentors
- Assessment of mentees for their suitability to partake in the programme
- Matching mentors to mentees
- Devising a programme of activities for mentors and mentees
- Ensuring that adequate safeguarding measures are in place for both mentors & mentees
- Ensuring that adequate risk assessment & health and safety procedures are in place for the safe provision of the service
- Collating both qualitative and quantitative data as requested by Y sort it and Inspiring Scotland

## **Key Responsibilities**

- Service development responsibilities devising innovative approaches to service delivery ensuring that volunteers & young people gain maximum benefit from their contact with the intandem
- Engage with young people in the development of projects and services to ensure that they are an integral and key part of the process
- To take responsibility for assessing risk to the client and implementing child protection /vulnerable adult safeguarding procedures when necessary
- To undertake training as part of continuing professional development
- To lead discussion and presentations about intandem mentoring to staff, partners and external agencies
- To actively participate in line management, annual appraisal and line management.
- To produce written reports as requested by your line manager or key working relationships
- Develop & maintain a robust monitoring framework to capture evidence of outcomes
- To contribute towards the design, delivery and evaluation of services
- To contribute to the development of training resources reflecting the scope of the work
- To adhere to all quality standards as set out in Y sort it policies and procedures and your discipline's affiliated body.
- Provide support to enable young people to play a key role in West Dunbartonshire's Youth Alliance and influence policy and decisions affecting their lives.

## **Shared tasks**

- To attend and contribute fully to all team, clinical and working group meetings as required
- To contribute to the development of Y sort it aims and objectives and to play an active part in the evaluation of our services
- To support the development of learning of both paid and voluntary staff
- To contribute to the effective running of the organisation as a whole
- To act in accordance with the Y sort code of conduct at all times.

## **Main Duties (Continued)**

### **Administration**

- Organise and manage your workload in an effective and efficient manner.
- Provide quality feedback, both written and oral, on your work as required by your line manager.
- Keep up to date records of your work as directed by your line manager.
- Provide monitoring and evaluation reports on your work on a regular basis as required.
- Ensure availability diaries and timesheets for your own work, and those staff that you are supporting, are submitted weekly by the appropriate deadlines.

### **Training and Development**

- Engage in team meetings, focus groups and monitoring and evaluation meetings for efficient running of the organisation and its services.
- Engage in support and supervision and annual appraisal with your line manager.
- Undertake appropriate training as directed by your line manager.

### **Other Duties**

- Keep appropriate records in line with Y sort its policies and procedures if handling cash and authorised expenditure.
- Ensure self compliance with Y sort its policies and procedures including, but not exclusively, code of conduct for employees, health & safety, confidentiality, child protection.
- Co-operate with the introduction of new procedures and/or new equipment/technology.
- The duties of the post may change from time to time without altering the general character or responsibilities entailed.