



## Volunteer Centre Borders

### Job Description

Job Title	Development Officer
Salary	£19,000 p.a.
Hours of work	35 hours per week (job share considered)
Responsible to	Chief Officer

Volunteer Centre Borders (VCB) is the first point of contact for volunteering advice, information and support in the Scottish Borders. We work with a range of partners to ensure volunteering is recognised as being integral to the area's community planning and development.

VCB is looking for a Development Officer to highlight the impact volunteering has for and on individuals, organisations, local communities. They will encourage more people to volunteer, provide information for individuals interested in finding out about volunteering, and assist organisations and community groups develop good practice when including volunteers in their work.

They will also provide training for managing volunteers and develop the Volunteer Friendly Award, the national 'kitemark' scheme which promotes and recognises exemplar volunteer management.

### PRIMARY DUTIES

- Promote the benefits of volunteering to individuals and organisations through attendance at events, delivery of workshops/presentations and training
- Participate in the five locality hubs - Eildon, Berwickshire, Cheviot, Tweeddale and Teviot & Liddesdale to promote volunteering and its benefits to the community and people
- Work collaboratively with partner agencies to highlight and identify gaps in provision in local services, where volunteering can fill this void.
- Work with VCB's Placement Adviser to support individuals considering volunteering and organisations looking for volunteers
- Identify new volunteering opportunities and new work strands in the Scottish Borders
- Work with organisations, projects community groups and other statutory and third sector bodies to enhance their capacity to recruit, manage and retain volunteers
- Deliver training to professionals with supervisory responsibilities for volunteers on a range of topics in volunteer management and support
- Promote and develop good practice models for volunteer-involving organisations, including the delivery of the Volunteer Friendly Scheme
- Update records of work on VCB's database system

### ADDITIONAL DUTIES

- Support the production of case studies to illustrate the impact of volunteering on individuals and communities
- Work with the Youth Volunteering Development Officer to deliver the Saltire Award scheme
- Identify ways VCB can improve its data management and work with staff to put appropriate measures in place
- Support the production of interim and end of year reporting as per funding requirements
- To carry out other duties appropriate to the role and responsibilities as may be delegated by the Director

## **EXPERIENCE, SKILLS AND KNOWLEDGE**

### **Essential**

- Previous experience of working with, and supporting, volunteers
- An excellent understanding of the needs and motivations of volunteers
- Demonstrable relationship building skills and networking abilities
- Knowledge of best practice in all issues relating to volunteer management
- Experience of delivering presentations to a diverse range of audiences e.g., service users, professionals and other stakeholders
- Ability to work as part of a team
- Ability to work on own initiative
- A valid driving licence and access to a vehicle

### **Desirable**

- A working understanding of the benefits volunteering has
- Knowledge of the Third Sector at both local and national levels
- Ability to work in partnership with a wide range of stakeholders
- Excellent IT skills across many platforms

## **PERSONAL ATTRIBUTES**

- Enthusiastic, solution-based approach to work
- Ability to plan and prioritize workload
- Innovative
- Friendly, positive attitude

## **REQUIREMENTS**

Occasional out of hours work and weekend work may be necessary. Overtime not payable but extra hours compensated through time off in lieu.

Ability and willingness to work flexible hours and travel within the Region.

## **PROPOSED LENGTH OF CONTRACT**

This is a full-time post until March 2023. Further extension subject to funding.

## **LOCATION**

The post will be based in the offices of Volunteer Centre Borders, outreach bases and remote working, as appropriate.