



Volunteer Coordinator

28 hours per week

Salary £22,000 (pro rata)

The Health and Wellness Hub are looking to recruit a Volunteer Coordinator who will lead and further develop the charities award winning "Transforming Lives" Volunteer Programme.

This post is being supported by the Carer Breather Fund; this fund identified that a high priority for carers locally was to have regular, ongoing breaks that they can depend upon on a weekly or fortnightly basis – especially during the period of recovery from COVID 19. The Volunteer Coordinator will support a team of carer breather volunteers who will provide emotional and social support to carers and the individuals that they care for.

Our Transforming Lives volunteer programme is therefore being further developed to offer this specific focus in the Airdrie Locality in North Lanarkshire. The Health and Wellness Hub prides itself on this programme that provides volunteering opportunities for those furthest removed from the labour market, individuals with long term mental health illness or other disadvantage.

The programme has been successfully running since 2015 and has supported volunteers to improve their health and wellbeing, boost their confidence and self esteem and learn new skills. The charity identifies as a Supported business (we employ a percentage of people with barriers and are furthest removed from the labour market) Since 2015, there have been 19 volunteers who have been employed by the charity. 9 are currently still employed with the charity (60% of our workforce) and one is on the board of trustees.

The postholder must have a good track record of leading and co-ordinating volunteer and volunteer led projects.

The postholder must have experience of working with individuals who have a wide and diverse range of needs e.g mental health issue, learning/ physical disability, long term health condition etc.

They must also be active listeners, have an empathy for the people they are working with and a sensitivity to their needs and a passion that regardless of their barriers, they can support them in a person-centred way to achieve their full potential.

The Health and Wellness Hub is a Scottish Charitable Incorporated Organisation (No. SC047372)
Registered Address: **Unit 3, 58-60 Albert Street, Motherwell, ML1 1PR. Tel: 01698 262437**

Email info@thehealthandwellnesshub.org.uk. Website www.thehealthandwellnesshub.org.uk

They must be able to build effective relationships with the volunteers and facilitate the same with each of the volunteers via peer support and should have the skills to manage conflict if and when it arises.

There is also a requirement that the postholder is able to effectively design, deliver, monitor and evaluate all activity which demonstrates social impact, so a sound knowledge of MS packages, report writing and monitoring/evaluation systems will be required.

The postholder must have an understanding of the third sector, and in particular our charity which operates as a Supported Business with a small team of staff and volunteers.

Finally, the postholder must be an effective networker and build good, effective and sustained relationships with our partners that will not only further support the volunteer programme but the other services the charity provides NL wide.

Job Description - Volunteer Coordinator

Principal Tasks:

- To support the Development Manager with the charities new Volunteer led Befriending service and to ensure it is effectively delivered, monitored and evaluated (Carer Breather Funded Project).
- To assist in the recruitment, induction and retention of volunteers through a tailored support plan that includes mentoring, peer support, training and learning, which will support them in achieving their goals and aspirations.
- To record, track and monitor the social impact on volunteers and the individuals that they provide emotional and social support to.
- To work closely with the Management team to ensure the development of current and new services that involve volunteers are continually delivered, monitored and evaluated effectively so they meet our charitable aims and objectives and funders requirements.
- Seek opportunities to further develop and promote the charities volunteer programme so that it attracts volunteers from a wide and diverse range of backgrounds and needs.
- To ensure the organisation is presented in an appropriate and professional manner to its stakeholders.
- To provide any other duties as required to meet the charities aims and objectives.

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Person Specification

Responsibility	Essential / Desirable Criteria
To support the Development Manager with the charities new Volunteer led Befriending service and to ensure it is effectively delivered, monitored and evaluated (Carer Breather Funded Project).	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Experience leading teams, volunteers or projects within a third or community sector setting • Flexible approach to a diverse range of tasks with ability to prioritise workload • Excellent organisational skills • Able to use Microsoft Word and Excel <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Experience developing and leading a befriending project
To assist in the recruitment, induction and retention of volunteers through a tailored support plan that includes mentoring, peer support, training and learning.	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Experience in supporting volunteers in roles that make a substantive difference in their communities. <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Knowledge and understanding of working in a person centred way
To record, track and monitor the social impact on volunteers and the individuals that they provide emotional and social support to.	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Organised, methodical approach to managing reporting and monitoring requirements. • Ability to provide written and verbal updates.
To mentor and guide staff and volunteers in their associated roles and responsibilities around delivery of Wellness activities	<p><u>Essential</u></p> <p>Mentoring qualification or similar, or experience of managing staff and/or volunteers who have a diverse range of needs.</p>

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