



**Role: Volunteer Coordinator**

**Salary: £21, 840 pro rata for 16 hours per week**

**Fixed term to March 2024 & continued subject to funding**

**Closing: 5pm Friday 17 December 2021**

**Interviews: 7 January 2022**

This is an exciting opportunity to work within one of the Borders most dynamic charities.

At Abundant Borders we believe that everyone, regardless of their personal circumstances, has the right to healthy food and that everyone should be valued and supported within their community. We are working to create a network of community food gardens across the Scottish Borders, and we support individuals and communities in a wide range of food projects, food gardens, training courses, cooking classes, workshops and social activities.

Supported by Scottish Government Volunteer Support Fund and Impact Funding Partners, we are looking to appoint an enthusiastic, skilled individual to the new role of Volunteer Coordinator. Reporting to the Chief Officer, this person will work alongside the project's team to build the skills of current volunteers and recruit and support new volunteers, particularly those with additional support needs.

The Volunteer Coordinator will:

- Support existing volunteers at the food gardens (between Eyemouth and Hawick) and work with the Chief Officer to create new volunteering opportunities and create ideas on how to make projects accessible to the wider community
- Support volunteers delivering the cooking and social food activities across the region, and work to create new volunteering opportunities which are accessible to all
- Create and implement a programme to upskill existing volunteers, establishing Lead Volunteer opportunities for those interested in taking on additional responsibilities
- Provide induction and training packages for volunteers
- Assess and improve existing volunteer policies and procedures
- Support the staff team at workshops and events
- Develop individual packages for those who may need additional help to allow them to participate fully as a volunteer
- Ensure that the volunteer experience is communicated directly to the Board of Trustees, in person and with the volunteer representative on the Board
- Monitor, record and evaluate the experiences of volunteers

We expect that the successful candidate will have excellent communication, organisational, and volunteer management skills and be an energetic, caring person who is as committed to empowering people and building communities in The Scottish Borders as we are.

For further information about us, please visit our website at [www.abundantborders.org.uk](http://www.abundantborders.org.uk)

For more information about the role: please contact [robin@abundantborders.org.uk](mailto:robin@abundantborders.org.uk)

To apply: please apply in writing, with cv to [karen@abundantborders.org.uk](mailto:karen@abundantborders.org.uk)



## **JOB DESCRIPTION**

### **Volunteer Co-ordinator**

**Responsible to:** Chief Officer

**Responsible for:** Volunteers and volunteering

#### **Job Purpose**

The Volunteer Co-ordinator is responsible for recruiting, training, supporting and managing volunteers and for the creation of a comprehensive volunteer development programme.

#### **Key Responsibilities**

- Engage with local communities to promote and encourage volunteering
- Organise profile-raising events to attract new volunteers to Abundant Borders
- Generate appropriate volunteering opportunities based on the needs of the organisation and the needs of communities and individuals
- Provide induction and training for new volunteers
- Monitor and update volunteer policies and procedures, including risk assessments with respect to the community food gardens
- Develop a system for identifying and training volunteers for lead volunteering positions
- Monitor, support and motivate volunteers
- Manage the reimbursement of volunteer expenses
- Keep up to date with legislation and policy related to volunteering and inform Chief Officer of any necessary modifications to accommodate changes
- Work with multiple agencies across different sectors to establish good working relationships to influence decisions about volunteering in the Scottish Borders
- Maintain database of volunteers and undertake any other administrative duties
- Develop a system for monitoring and evaluating the volunteer experience
- Ensure that the volunteer experience is communicated to the Chief Officer and Trustees

#### **Conditions**

- The performance of the job requires a flexible approach to the work, with travel across the region and some evening and weekend work
- Holiday entitlement – 25 annual days pro rata (five of which must be taken during the Christmas/New Year holiday) plus ten public holidays
- Salary: £21,840 pro rata for 16 hours per week