**West Calder Community Hub**

**Job Title:** Volunteer Coordinator (Fixed Term)

**Accountable to:** HUB Manager

**Employed by:** West Calder Community Education Association SCIO

**Salary:** £25,000 FTE pro rata

**Pension:** Contribution Scheme with NEST

**Hours:** 15 hours per week

**Holiday:** 28 days per calendar year (pro rata)

**Duration:** Fixed Term until 31st March 2024

**Location:** West Calder Community Centre, Dickson Street, EH55 8DZ and other location as required by the organisation.

This post is being supported by the Volunteering Support Fund managed by Impact Funding Partners on behalf of the Scottish Government.

The Scottish Government has made £3.3 million available to support small to medium third sector organisations recruit volunteers.

The project is expected to:

* Increase diversity in the third sector’s volunteer pool, to particularly include people who experience disadvantage or would traditionally experience barriers to volunteering.
* Improve governance, leadership and financial knowledge of organisations through the recruitment of skilled volunteers to enhance the third sector's capacity.
* Improve organisational capacity to provide opportunities for skills and personal development through volunteering.
* Enhance services delivered by organisations to better meet the needs of the communities they serve.

**Purpose of role:**

West Calder Community Hub is undergoing a period of growth and development with a new vision for local community services.

The Volunteer Coordinator will be responsible for recruiting, training of volunteers, the post holder will provide regular support to our volunteers.

**Main Duties and Responsibilities:**

* Recruit, select, train volunteers who will provide support to the Community HUB and other local organisations.
* To coordinate the recruitment of volunteers, arranging/conducting interviews as required and following up PVG documentation and references.
* To establish contact and networking opportunities with key individuals and agencies within the area to further the aims of the organisation.
* To motivate and support volunteers by providing ongoing support, training as required ensuring that they are comfortable and happy in their volunteering role.
* Develop and implement volunteer policies and procedures for the organisation where required.
* Create a database of volunteers and volunteering opportunities.
* Organise and host occasional events to promote volunteering and celebrate achievements.
* Networking with other services, organisations and agencies to enhance West Calder Community HUB.
* Taking responsibility for Key Performance Indicators.
* Preparing written reports and presentations, as requested.
* Contribute to developing funding bids for West Calder Community HUB and other community groups.
* The post holder may be required to perform duties appropriate to the job, other than those given in the job outline. The particular duties and responsibilities attached to the job may vary from time to time without changing the overall purpose of the job.

**Person Specification**

| Skills, Knowledge, Qualifications or Experience | E | D |
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| Experience leading and managing teams, volunteers or projects  Flexible approach and ability to prioritise workload.  Experience in developing projects.  Ability to provide written reports.  Experience of working within the third sector.  Experience of recruitment/selection.  High level of ICT skills; office applications and social media.  Experience of partnership working within the third sector and local authority.  Organisational Skills.  Self-motivated, enthusiastic and offer a high degree of professional commitment.  Ability to work cooperatively as part of a team.  Ability to consult effectively with groups.  Presentation skills for training purposes.  Energetic and positive outlook.  Commitment to ongoing professional development.  Ability to work irregular hours including evenings and weekends. |  |  |