**Job Title: Volunteer Coordinator**17.5 hours per week – 2-year fixed term

**Location:** Perth & Kinross

**Role Reports To:** Delivery Leader: Tayside, Highlands & Aberdeen

**Direct Reports:** None

**Job Family:** 3 - £12,500 (£25,000 pro rata)

**Department:** Delivery

**Role Purpose**

Volunteering Matters are looking for a talented, dynamic, and professional Volunteer Coordinator to join our team in Perth & Kinross. The right candidate will be someone who can work flexibly and demonstrate a strong understanding and commitment to our organisational values.   
  
You will lead the development and delivery of our new **Grandmentors** programme in Perth & Kinross. Grandmentors is an innovative volunteering project where older volunteers (aged 50+) use their life experience and skills to mentor young people who are care experienced, or who have other adverse childhood experiences.   
  
These young people often benefit from a guiding hand and role model to support them to find work, continue their education or begin training – ultimately providing young people the skills and self-belief to lead successful and independent lives. Grandmentors has operated for over a decade in various locations of the UK, however, Perth & Kinross is only the second area in Scotland to adopt the project and we are excited to be working in partnership with the local authority to ensure this small pilot thrives across the area.

**Key Duties & Responsibilities**

* Consistently role modelling and displaying our organisational values
* Contribute to effective teamwork across the regional team and the wider charity, in line with our “flexible working by default” and “self-managed teams” philosophy
* Develop and deliver the Grandmentors programme in Perth & Kinross, meeting ambitious targets and milestones, ensuring all young people engaged achieve positive outcomes
* Establish and maintain effective working relationships with internal and external stakeholders including colleagues, volunteers, young people, families, Social Services, Health and Education teams, third sector partners and others
* Effective recruitment, selection, training, and ongoing support of a diverse pool of talented and dedicated volunteers from a wide cross-section of the community
* To maintain Volunteering Matters standards around quality and effective Volunteer Management
* To manage the risk assessment, safeguarding, quality assurance and audit processes as appropriate
* Ensure monitoring, impact and evaluation information and data is collected and that the programme meets it’s agreed targets, reporting format and schedule. Assist the Delivery Leader by preparing reports to funders
* Administration tasks including maintaining effective and accessible records, the use of Microsoft Office, Teams, Zoom and other software
* Develop relevant promotional material and information, for our organisation and programmes locally

*This job description is intended to include the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but while some variations will be expected, these will be at an appropriate level for the role.*

**Skills Required**

* An excellent knowledge and understanding of the life challenges and barriers that care experienced young people and families face today in Scotland

* An understanding of how to assess the needs of an individual using a person-centered approach

* Excellent written and verbal communication skills including being able to have strategic conversations with stakeholders one minute, and talk to a nervous young person or parent the next
* Excellent people skills with the ability to build professional, long-term relationships with various stakeholders, to influence and motivate others
* Excellent organisational and IT skills including the ability to manage workload and prioritise effectively
* Strong attention to detail and a willingness to accurately record all interactions

**Experience Required**

* Significant experience working directly with young people, particularly those who face life challenges and barriers (for example care experienced young people)
* Experience in quality Volunteer Management
* Evidence of relationship management experience with a wide range of stakeholders
* Experience of project management, achieving high targets, a busy workload and working to strict deadlines
* Proven ability to communicate effectively and work as part of a larger team
* Understanding of and commitment to Equal Opportunities

**Qualifications**

Relevant experience and an understanding and commitment to our organisational values is more important for this role than any specific qualifications.

**Other**

Part of your working week will be based in local communities, meeting young people, volunteers and other stakeholders. For the remainder of the time, you can choose to work from home or have a rotational day(s) within the local Youth Service Offices where the Through Care Aftercare Team are based. If working from home, you will need good internet access and a suitable home working environment. All I.T. equipment, mobile phone and infrastructure will be supplied.

**PVG**

This role requires membership of the PVG (Protection of Vulnerable Groups) scheme. Having a conviction will not necessarily cause a bar to employment.

**Our Values & Way of Working:**

Volunteering Matters offer flexible working by default. In all that we do, we embrace a philosophy of ‘Freedom within a Framework’ and are guided by our organisational values:   
  
We are Empowering  
We are Inclusive  
We are Compassionate  
We are Positive  
We are Straightforward.

**Diversity & Inclusion:**

We encourage applications from people of all backgrounds and communities. This will help us to ensure that our staff team represents the people we serve in Perth.  
  
We particularly welcome applications from Black people, people of colour, and people with disabilities - all of whom are currently under-represented in our staff team.   
 **Disability Confident & Reasonable Adjustments:**

We guarantee to interview anyone with a disability whose application meets the minimum criteria for the role. Please provide evidence in your application, which demonstrates that you meet the level of competence required in the “Experience/Skills and attributes” section of this job description.   
  
To be considered for a guaranteed interview or to discuss any reasonable adjustments during the process, please state this in your application or contact [join@volunteeringmatters.org.uk](mailto:join@volunteeringmatters.org.uk) for more information.    
  
We have also committed to the following pledges which positively encompass our recruitment and selection processes and methodology: The Promise (Scotland), Show the Salary, Salary History.

**To Apply for this role   
  
1) Download our application form**

**2) Download our Recruitment Monitoring Form   
  
3) Send all documentation by email to -** [join@volunteeringmatters.org.uk](mailto:join@volunteeringmatters.org.uk)

**If you have any questions or would like to speak to the Recruiting Manager for this role, please don’t hesitate to contact** [join@volunteeringmatters.org.uk](mailto:join@volunteeringmatters.org.uk)