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**Job title:** Volunteer and Activities Co-ordinator

**Grade / Salary:** £12,945 - £13,766 for 18 hours (points 24-26 on VPK scale))

**Hours:** Part time (18 hours over 3 days)

**Responsible to:**  Chief Executive

**Location / base:** 174 High St, Perth

**Benefits:** Final salary pension scheme

 35 days leave (including public holidays)

**Nature of post:** One year initially, to be reviewed after 12 months

**Job purpose:**

To liaise with colleagues to recruit and induct volunteers to meet VisionPK’s needs; to develop and supervise client activity / social groups, including recruiting and supporting volunteers to help run these groups.

**Key Result Areas:**

1. To liaise with colleagues to identify opportunities for volunteer inclusion in VisionPK, recruiting and screening potential volunteers with colleagues to interview and supervise.
2. To risk assess and run regular social groups, recruiting and supervising volunteers to assist with this.
3. To identify and test new / potential activities or groups, based on client feedback, optimising volunteer involvement.
4. To evaluate the impact of supervised groups and activities.
5. To ensure that volunteer practice and policies are kept updated and in line with best practice and legal requirements.
6. To process PVG’s for volunteers.
7. To develop and implement quality standards and indicators for VisionPK’s volunteer work and monitor / report on progress.
8. To promote volunteering for VisionPK both internally and externally.
9. To lead the development of VisionPK’s volunteer strategy and plans.
10. To identify and gather volunteer feedback at least annually.
11. To contribute to the development and delivery of VisionPK’s wider plans and priorities
12. To lead by example in relation to VisionPK’s values of : trust; respect; empathy; being inclusive; encouraging independence, offering choice and promoting quality

**Other**

To work within the SSSC Code of Practice for Social Service Workers

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**Person Specification**

1. **Qualification – desirable**
	1. Volunteer management or similar relevant qualification
2. **Knowledge - desirable**
	1. Knowledge of hearing loss / visual impairment
	2. Knowledge of good practice in volunteering
	3. Knowledge of the PVG process
3. **Experience – essential**
	1. Recruiting, inducting and supervising volunteers
	2. Developing and running appropriate groups and activities based on feedback
	3. Evaluation of groups and activities
	4. Developing and updating relevant policies
	5. Reporting on progress and outcomes
	6. Risk assessing activities for service users and volunteers
4. **Experience – desirable**
* Working with older people
* Gathering and reporting on customer feedback
* Using a database
1. **Skills and abilities - essential**
	1. Good written and verbal skills
	2. Excellent interpersonal skills
	3. Able to use Microsoft Teams / Office 365 to produce own correspondence and reports
	4. Able to work constructively as part of a wider team
	5. Well organised and able to prioritise own tasks
	6. Able to work with minimal supervision
2. **Personal Qualities**
	1. Self aware and aware of impact on others
	2. Able to work in a reflective and consultative way
	3. Fit with VisionPK’s values of: trust; respect; empathy; inclusion; encouraging independence; offering choice; promoting quality
3. **Other**
	1. This post is subject to PVG scheme membership at enhanced level
	2. Willingness to work flexibly when required (TOIL available)
	3. Evidence of full vaccination (or exemption) against Covid and a commitment to maintaining this in line with VisionPK’s requirements

6.1 Desirable – clean driving licence and access to a car during working hours

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**Terms and Conditions for Applicants (Volunteer / Activities Co-ordinator)**

The following terms and conditions are offered by VisionPK.  Any variation to these will be detailed in your contract of employment should an offer of employment be made.

All terms and conditions are calculated pro-rata for part time or sessional staff.

The salary for the Volunteer / Activities Co-ordinator post is £12,945 - £13,766 for 18 hours over 3 days. Days to be agreed with the postholder.

Any business mileage is paid at the HMRC rate of 45p per mile.

Holiday Entitlement:

35 days annual leave including Public and Bank Holidays

Sick Pay:

In addition to Statutory Sick Pay, VisionPK offer a company sick pay scheme that increases with your length of continuous service.

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| Continuous Service   | Maximum payment in any rolling twelve month period   |
| During first year of service   | Four working weeks’ full pay and eight working weeks’ half pay    |
| During the second year of service   | Eight working weeks’ full pay and eight working weeks’ half pay    |
| Three years’ service or more   | 12 working weeks’ full pay and 12 working weeks’ half pay   |

Pension:

Defined benefit pension scheme based on career average earnings, currently, VisionPK contributes 17% and the employee contributes around 7%, although this varies depending on pension scheme performance.

General employment policies:

VisionPK is an equal opportunities employer and we are proud of our terms and conditions.  We recognise that from time to time our employees may need additional support and we offer a flexible and supportive working environment. This includes paid compassionate leave, special leave, financial support for occupational training and the opportunity to negotiate flexible working arrangements.

VisionPK is the operating name of Perth & Kinross Society for the Blind. Scottish Charity Number SC001152. A Company Limited by Guarantee, Number 205004; Registered in Scotland. Registered Office: 174 High Street, Perth PH1 5UH