**JOB DESCRIPTION**

Job Title: Volunteer Facilitator

Salary: £4,842.40 (pro rata of full-time salary £24,212)

Weekly Hours: 7.5 (equivalent of 1 day per week but with a requirement to be flexible (evenings/weekends to meet new volunteers)

Period: Post is for a fixed-term period of 1 year initially (due to funding)

Reports to: Community Leader

Location: L’Arche Office, Queen Charlotte Street, Leith

*Please note that L’Arche is unable to sponsor the employment of international workers in this post. International applicants will therefore be unable to apply for and secure a Skilled Worker visa. You would only be able to take up this position if you can demonstrate an alternative right to work in the UK.  Please advise if you are already eligible to work in the UK or if would be able to demonstrate eligibility to work in the UK.*

**Job Purpose**

To provide effective coordination, administration and support to volunteers including recruitment, orientation, worker-related documentation and checks. To link with local groups and volunteer networks to promote opportunities within L’Arche. To be creative in the identification and development of roles that use volunteers skills to bring friendship and other benefits to the community.

**Main Responsibilities**

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| 1. | Source and establish links with local groups and networks to promote the L’Arche Edinburgh community through talks/presentations or written copy. | 30% |
| 2. | Through internal relationships with the Community Director and Support and Care Leaders identify needs and activities where volunteering could make a positive impact to the L’Arche community. | 30% |
| 3. | Main point of contact for volunteer enquiries and throughout the period of time a volunteer works for L’Arche ensuring the opportunity is mutually beneficial and working to resolve any issues that may arise. Host annual volunteer event to recognise their contribution to the community and provide regular newsletter contributions welcoming new volunteers, anniversaries and celebrating achievements. | 10% |
| 4. | In collaboration with the HR Manager, Administrator and Training and Formation Coordinator ensure appropriate documentation is issued and that checks and induction are undertaken proportionate to the volunteer’s time and activities being delivered. Create and maintain volunteer records, provide references for volunteers (where applicable) and monitor volunteer progress. | 20% |

**Job Context**

The Office comprises a small team of 6 providing leadership, management, administration and organisation for L’Arche Edinburgh. This is a new post and will work most closely with the Community Leader, the HR and Training Leads, the Support and Care Leaders and with the Administrator. L’Arche Edinburgh comprises approx. 55-60 employees, the majority provide direct support to up to 16 people with learning disabilities residing in 4 locations within approx. 1 mile radius of the Office based in Queen Charlotte Street, Leith, Edinburgh.

The post reports to the Community Leader but there will be direction/support provided by the HR Manager in respect of recruitment, safeguarding, documentation and checks; from the Training and Formation Coordinator in relation to proportionate induction requirements. The Administrator will also provide administrative support in respect of checks and relevant systems set-up.

As a new role, initially the focus will be on ensuring systems and processes are in place and promoting L’Arche as a host organisation for volunteers. The promotion of volunteer opportunities is likely to involve attending church and other local groups and also producing written copy for online networks. There will be a need to get to know the different Houses, develop internal relationships with leaders in the community and identifying/proposing volunteer opportunities. Once processes and volunteers identified, the role will focus more on supporting and maintaining a group of volunteers within the L’Arche community.

Accountability for own workload, meeting deadlines and reactively and proactively managing the processes that relate to volunteers is expected. Whilst there is flexibility in when desk based work is undertaken, there will be a need to be very flexible in respect of attending local groups or events and meeting with volunteers who volunteer outside of typical working hours e.g. evenings and weekends.

Collective responsibility for being part of and developing the community of L’Arche is also important. This would include a welcoming approach to all and supporting and participating in community-wide events.

Probation period of 6 months during which time the L’Arche induction should normally be completed.

**Person Specification**

**Essential Criteria**

Excellent standard of spoken and written English

Experience of recruitment and induction of people

Proficient Microsoft Office user (Outlook, Word, Excel)

Social media experience

Confident and inspiring communicator, comfortable presenting to groups or individuals

Strong interpersonal skills with the ability to deal with a diverse range of people within L’Arche Edinburgh and the wider community and establish relationships quickly

Experience of databases - accurately recording information

Approachable and friendly manner

Self-motivated and ability to manage own workload on a daily basis and be accountable for the delivery of own workload.

Demonstrable experience of being able to work both independently and as part of a team

Awareness of data protection requirements

Demonstrable knowledge of equality principles and ability to apply this to recruitment approaches to encourage a diverse pool of volunteers

Commitment to the values of L’Arche and our roots as an ecumenical Christian organisation which is open to people who have faith, spiritual beliefs or no belief

Willing to engage in activities that support the development of community

Flexibility in respect of working times with the understanding that on occasion some or all hours in a week may be in the evening and/or at the weekend depending on external meetings with local groups and restrictions on volunteers’ availability.

**Desirable Criteria**

Experience of working with people with learning disabilities

**Main Terms and Conditions and Benefits**

Salary: £4,842.40 (pro rata of £24,212)

Hours of Work: 7.5 hours per week to be worked flexibly.

Annual Leave and Public Holiday Entitlement: 6 weeks per in the first year of employment.

Pension: Contributory pension scheme