



JOB TITLE	Volunteer Coordinator
ORGANISATION	DD8 Music
LOCATION	DD8 Music, 29 Bellies Brae, Kirriemuir, Angus, DD8 4EB
CONTRACT / HOURS	Funded until March 2025 / 16 hours per week
RESPONSIBLE TO	DD8 Charity Manager
RESPONSIBLE FOR	Developing DD8 Music Volunteer programme
SALARY / PENSION	£26.5k pro rata 3% employer contribution to pension scheme.
LEAVE	25 days pro rata

DD8 Music

DD8 Music is a charity based in the Angus town of Kirriemuir. Founded originally by a group of young people in the town back in 2005, the charity carries out a variety of music and media-based youth and community work.

Main Role

DD8 Music is looking to recruit a new Volunteer Coordinator to support our Volunteer Programme. We are looking to create high quality, well supported and accessible volunteering opportunities by continue to develop a person-centered approach to volunteering within our organisation.

Our Volunteer Coordinator will provide a safe and inclusive environment within DD8 Music, adhering to and promoting DD8 Music's aims, policies and procedures

Reporting directly to the Manager of DD8 Music, you will play a pivotal role in the team at DD8 Music working on the development of our Volunteer programme.

Key result areas/key tasks/main duties

- Work on and develop our volunteer programme based around DD8 Music's mission, vision and values
- Promote, recruit, train and manage volunteers
- Review and respond to feedback from beneficiaries and volunteers
- Develop high quality, well supported and accessible volunteer opportunities within DD8 Music and partner organisations
- Support, training and development of volunteers
- Manage Volunteer journeys and create progressive positive destinations
- Create supported volunteer opportunities enabling people of all abilities to benefit from volunteering

- Work with a person-centred approach to volunteering – looking at the individual's journey through volunteering to create the right opportunity for right volunteer
- Work closely with partners to identify and create new opportunities
- Look to develop referral routes with relevant agencies and actively promote our volunteer vacancies
- Establish and maintain an appropriate support structure for volunteers, including 1:1 sessions and ensure all volunteers are informed, trained and supported in our values, policies and procedures
- Complete risk assessments on volunteer activities
- Engage with Local businesses and local self-employed to establish a mutually beneficial approach to volunteer development, training, and progression to positive destinations
- Look to target volunteers from areas of disadvantage including, mental health, people on low incomes and rural deprivation
- Reward and recognise volunteers who have given outstanding contribution
- Respond to all volunteering enquiries locally, take up references and ensure relevant disclosure checks are completed
- Keep current with volunteer management best practice to ensure DD8 Music is delivering the best volunteering experiences possible
- Prepare reports on activities – gathering feedback from participant/parents/carers
- Record expenditure for volunteer expenses for travel and training
- Securely maintain volunteer records in line with GDPR regulations
- Carry out general administrative duties
- Work with DD8 Music's values at the heart of everything you do

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope of the post.

Responsible to (reporting relationship)

- DD8 Music Manager

Person Specification

Criteria	Essential/ Desirable	Tested at Application or Interview
Qualifications		
Educated to degree level or equivalent in a relevant subject	Desirable	Application
A similar level of appropriate knowledge gained from significant practical and related work experience in working with communities	Essential	Application
Skills		
The ability to provide reliable support to people and act with integrity in times of stress	Essential	Application/interview
Ability to enthuse and motivate people to become volunteers	Essential	Application/interview
Excellent interpersonal skills, with the ability to establish and maintain good relationships with people from a wide variety of backgrounds	Essential	Application/Interview
The ability to treat people's concerns with respect, tact and sensitivity, while being aware of the limits that are required by confidentiality and boundaries	Essential	Application/Interview
Understanding of charity/community sectors.	Essential	Application/interview
Clear understanding of community development and its role in supporting communities to flourish and thrive	Essential	Application/interview
Ability to collaborate with, organise, delegate, motivate and lead others	Essential	Application/ interview
Safeguarding and data protection procedures	Desirable	Application/ interview
Excellent IT skills	Essential	Application/interview
Driver with access to vehicle/own transport	Essential	Application
Experience		
Previous experience of managing teams of volunteers	Essential	Application/interview
Experience of recruitment/selection processes involving volunteers	Essential	Application/interview
Training or experience in person centred planning and approaches	Desirable	Application/interview
Experience of working with community & local groups.	Essential	Application/interview
Experience of developing partnerships and working in collaboration.	Desirable	Application/interview
Personal		
A commitment to the values, aims and objectives of DD8 Music.	Essential	Interview
A team player.	Essential	Application/interview
Inspired to lead by example and motivate others.	Essential	Application/interview
Passionate about volunteering and committed to giving our volunteers the best possible experience	Essential	Application/interview
Commitment to setting a positive and enthusiastic tone throughout the organisation.	Essential	Application/interview