

## Job Description

<b>Job Title</b>	Volunteer Co-Ordinator
<b>Salary:</b>	£26 500 pa - £27 000 pro rata
<b>Contract Term:</b>	One-year fixed term contract.
<b>Hours of Employment:</b>	17.5 hours per week
<b>Working pattern:</b>	Flexible, within core office hours of 9.30 to 5.30pm
<b>Location:</b>	Based in Edinburgh; hybrid working will be available upon successful completion of a probation period of three months
<b>Reports to:</b>	Head of Operations and Delivery

### About Prostate Scotland

*At Prostate Scotland, we are dedicated to supporting men across Scotland in their prostate health journey. Nearly 1 in 2 men in Scotland will be affected by prostate disease at some stage of their lives, and 1 in 10 are likely to develop prostate cancer.*

*Our mission is to inform, educate, support, campaign, and advance on prostate disease in Scotland.*

### Purpose of Job

Prostate Scotland is seeking a dedicated and dynamic Volunteer Coordinator to join our enthusiastic team. This new role presents an exciting opportunity for the successful candidate to shape and advance our volunteer programme, building on our current volunteer engagement.

### Volunteer Recruitment

- Deal with all volunteer-related inquiries promptly and professionally.
- Develop and implement a comprehensive volunteer recruitment strategy.
- Maintain and update the Volunteer Handbook, policies, and procedures.
- Keep up to date with the latest volunteer opportunities at Prostate Scotland.
- Manage the volunteer registration process and organize meet and greet sessions for prospective volunteers.
- Assess and match volunteer skills, interests, and qualifications with Prostate Scotland's needs.
- Explore diverse recruitment channels and conduct necessary pre-volunteering checks.
- Implement structured processes for volunteer onboarding and exits.

**Volunteer Engagement:**

- Foster a sense of belonging among volunteers within the Prostate Scotland team.
- Keep volunteers informed about Prostate Scotland's ongoing work.
- Highlight volunteer successes and activities on the website.

**Volunteer Training:**

- Develop an induction system for new volunteers, including staff introductions.
- Create a training programme in collaboration with relevant staff.
- Identify additional training needs for volunteers.
- Develop virtual training sessions for volunteers across Scotland.

**Volunteer Support, Monitoring, and Evaluation:**

- Provide adequate supervision, manage and support to ensure volunteers are comfortable in their roles.
- Maintain a safe, healthy, and supportive environment for volunteers.
- Establish a support network for volunteers and ensure they feel welcomed and supported.

**Volunteer Recognition:**

- Develop strategies for regular volunteer check-ins and follow-ups post-events.
- Plan formal and informal recognition programmes to celebrate volunteer contributions.
- Organize annual or bi-annual celebratory events to acknowledge volunteer achievements.

**Communication and Coordination:**

- Develop and manage the volunteer programme budget in consultation with relevant staff.
- Monitor and report on volunteer programme expenditure.
- Maintain accurate records of volunteers, their event attendance, and feedback.
- Prepare internal and external reports on the volunteer programme's outcomes.
- Coordinate with team members to identify volunteer needs and ensure adequate volunteer availability.
- Educate staff about volunteer roles and integration.
- Maintain an up-to-date volunteer database.
- Ensure volunteers have the necessary equipment for their roles and coordinate with staff to provide these.
- To communicate, coordinate and support the Prostate Champions programme.

Perform duties as they arise, in agreement with the CEO and Head of Operations and Delivery.

**Qualifications and Skills:**

**Essential Experience:**

- Experience in recruiting, training, and supporting volunteers.
- Proven experience and knowledge in volunteer management and motivation.
- Excellent written and verbal communication skills.
- Experience in preparing and delivering presentations.
- Strong planning, prioritization, and organizational skills.
- Proficiency in IT and database systems.
- Ability to work independently and collaboratively within a team.

**Skills and Abilities:**

- Calm, patient, and friendly with a sense of fun.
- Positive and supportive attitude.
- Reliable and trustworthy.
- Highly motivated, enthusiastic, and committed.
- Strong organizational skills and flexibility to work evenings/weekends as needed.
- Ability to build effective partnerships with colleagues, partners, and volunteers.
- Willingness to adapt to evolving role requirements.

Prostate Scotland provides an ever-evolving service and staff are expected to participate constructively in Prostate Scotland activities and to adopt a flexible approach to their work.

The job description is not intended to be exhaustive and is indicative of the nature and level of the responsibilities associated with the post at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations cannot of themselves justify a reconsideration of the terms and conditions of employment associated with the post.