# Job Description

|  |  |
| --- | --- |
| **Job Title** | Volunteer Coordinator FIXED TERM 6 MONTHS |
| **Location** | Edinburgh – Bingham |
| **Salary banding** | Full Time salary B3-1 £29,065 Full Time Equivalent |
| **Additional benefits** | * Employer pension scheme * Employee Assistance Programme (e.g. includes independent counselling, advice, legal support etc) * Additional welfare days scheme * Staff Representatives Forum for employee voice |
| **Contracted hours and FTE hours** | 35 hours per week (35 = full time equivalent)  Fixed Term 6 months  Must end no later than 28 Feb 2025 |
| **Report to** | Neighbourhood Manager |

This post is funded by a NLCF grant.

## IntroducING Community Renewal Trust

Community Renewal Trust is a values-led, dynamic and innovative organisation at the cutting-edge of work towards ending persistent poverty in Scotland. With 45 staff in three neighbourhoods and running two social enterprises there is always lots of impact and interesting learning.

Community Renewal works among deprived communities to develop, deliver and share better approaches to proactively find the right people in the right places where transformative and empowering work can make the most difference. These approaches always place people and communities in the lead: listening to them, identifying their strengths, supporting them on their terms, and building their capacity to flourish.

Community Renewal alleviates poverty by engaging and forming trusting relationships with individuals, whole families and whole communities together then supporting them by combining holistic case management (e.g. around income, work, health, wellness) with community development (e.g. forming new community activities/groups). This work is about testing change which can inform policy, be scaled up or replicated to achieve a much greater impact than our direct delivery alone.

A set of core values guides all the work of Community Renewal:

* TRUSTING – Our impact is built on choosing to place trust in people.
* TRUSTWORTHY – Our trustworthiness is what makes our relationships grow.
* LEARNING – Our charity is about learning so we celebrate success but also appreciate failure
* BUILDING ON STRENGTHS – Our aim is always to build on strengths: we reject paternalism
* ALONGSIDE COMMUNITIES – Our aim is always to stay alongside people for as long as it takes.
* ACHIEVING PREVENTION – Our choice is to be proactive so we can achieve prevention, build resilience and find the right people at the right time.
* INSPIRING TRANSFORMATION – Our focus is always inspiring towards transformation, rather than incremental change.

## Role summary

This role is part of the Community Renewal Lifting Neighbourhoods Together team. This team brings together community workers and transformative caseworkers with specialist knowledge of different ways to support people in deprived neighbourhoods – for example welfare rights, employability, community food and health/mental health.

A five year grant from National Lottery Community Fund is core to enabling this team to operate in a different methodology which is deeply aligned with Community Renewal Trust’s core approach and values as described above.

This role is a fixed term activity to:

* Recruit a cohort of additional volunteers to support activities and services in the community.
* Ensure the best possible support is available to existing volunteers in the area to consider their needs and aspirations.
* Create an effective volunteer recruitment, on-boarding and retention process and increase knowledge in the team of these topics.
* Provide training and support training to volunteers in leading listening conversations and holistic conversations.
* Learn from work in Walker to make good use of volunteers in a Lifting Neighbourhoods Together approach and share this with the team.

## objectives

### Specialist support for volunteering (approx. 55%)

Objectives:

* Take steps to create a strategy to engage community members and recruit them as volunteers in their neighbourhood community.
* Create and co-deliver a training programme in listening conversation, health issues in the community and/or holistic conversations that can better engage volunteers in meeting community needs.
* Create good practice on-boarding processes for volunteers including paperwork, identity/DBS checks, induction training, code of practice and recording their support needs.
* Support volunteer retention including but not limited to arranging celebration, appreciation and socialising events or similar.

### Community Engagement and Relationships (approx. 15%)

Objectives:

* Identify, meeting with and seek to inspire community members towards volunteering.
* Build and maintain relationships with community groups, community organisations and services in the neighbourhood which are relevant to volunteering.
* Get involved in community engagement activities such as events to reach community members that might want to be involved in volunteering.

### Transformative casework with volunteers (approx. 20%)

Objectives:

* Support new or existing volunteers with transformative case work to inspire them towards a much better life for themselves and support them to identify their strengths and address their needs.

### Other requirements (approx. 10%)

Objectives:

* Arrange and conduct effective learning visits and learning opportunities with the LNT team in Walker and others with relevant experience of using volunteers in roles closer to that of our LNT staff members.
* Learn about and share learning with the team about good practice in volunteer recruitment, on-boarding and retention.

### Personal and Professional Development

Demonstrating a track record of continuous learning and personal/professional development is a requirement of this role and evidencing that this is being actively progressed must be presented at every appraisal. The post holder has responsibility to actively participate in sessions organised by the organisation including training in compliance/regulatory processes and meetings in which learning, and improvement are discussed for the purposes of quality management. The post holder is responsible for collecting feedback from people they support both to demonstrate their own strengths and to understand how to improve what they do. This evidence of both types of feedback about their work is required for every appraisal.

Key professional development of particular relevance to this role includes:

* Volunteer management

Additional temporary Responsibilities

Please note that changes to this subsection would not constitute a change in job description

|  |  |  |
| --- | --- | --- |
| **Role** | **Does this apply to this job?** | **Details** |
| H&S Office Lead | No |  |
| Office First Aider | No |  |
| Office Fire Marshal | No |  |
| Line Manager | No |
| Social media channel rights | No |  |
| Loneworking permitted | No |  |

## 

## Role requirements/person specification

|  |  |
| --- | --- |
| **Essential Experience** | * Evidence of experience working with people in deprived communityieis or with complex needs * Evidence of experience working with community groups or community services providing volunteering * Evidence of experience working in a volunteering environment, either as a volunteer, or (ideally) managing volunteers. * Evidence of experience trusted relationships within funders and third sector partners. |
| **Desirable experience** | * Evidence of extensive experience recruiting and managing volunteers. |
| **Essential Qualifications** | * No essential qualifications |
| **Desirable Qualifications** | * No desirable qualifications |