



**Renfrewshire
and Inverclyde**

Volunteer Development Coordinator Candidate Information Pack





Hello

Thank you for your interest in the role of **Volunteer Development Coordinator**.

This rewarding role directly impacts on the lives of local families. As a valued colleague joining our compassionate and forward-thinking team, you will be part of our vision of walking alongside families, offering early help, empowering families to build on existing strengths, to achieve better wellbeing outcomes for themselves and their children.

Home-Start Renfrewshire and Inverclyde is recognised as trusted partner in the local communities we serve and have been providing support to families in Renfrewshire for over 22 years and for over 8 years in Inverclyde. In the last 3 years, referrals across the service have increased by over 100% each year, a trend which we expect to continue. Our referrals come from a variety of sources including from families themselves, health visitors, social workers, nurseries, and other organisations.

We pride ourselves in being a non-judgemental, friendly and supportive organisation committed to equality, diversity and inclusion.

Home-Start Renfrewshire and Inverclyde is committed to safer recruitment practice as an important part of safeguarding and protecting children and vulnerable adults.

We look forward to receiving your application! **#becausechildhoodcantwait**

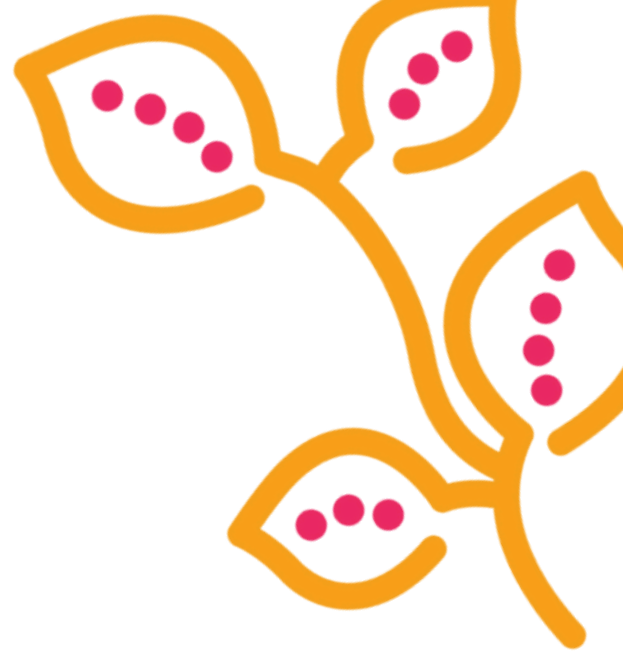
Please check our website for copies of our last annual reports

www.hsri.org.uk



**HOME
START**

**Renfrewshire
and Inverclyde**



About Us

Through working with vulnerable families with at least one child under the age of 5 years, and expectant mums, Home-Start Renfrewshire and Inverclyde see first-hand the wellbeing and societal challenges faced by many parents of young children, exacerbated by the pandemic and impact of the cost-of-living crisis.

We are well placed, through our connectedness to the families themselves, alongside local and national partners, to tackle the challenges and inequalities faced by over 200 families currently supported across Renfrewshire and Inverclyde.

The families we support can take many forms including: single parents, young mums, grandparents or siblings providing kinship care, blended and foster families. Referrals are frequently through self-referrals, health professionals and social services for vulnerable families facing poverty, mental health challenges, isolation and loneliness, leading to a lack of confidence and low self-esteem. We help parents feel more confident in their parenting journey, supporting them to give their children the best start in life.

Our trained volunteers, critical to our service delivery, are individually matched with a family to then develop a close professional relationship through regular weekly visiting. We work hard to support our vital team of volunteers through our robust supervision and training programmes.

Our package of family support involves regular home visits, one to one support, groups, and online support.



Volunteer Development Coordinator



Fully funded with continued funding anticipated

Salary: £26,288.77 pro rata

Hours: 20 Hours per week

Location: Home-Start Office, Greenock with flexible working available

Responsible to: Team Manager, Inverclyde

Job Description

Purposes of the job

- To contribute to the effective day to day operation of the scheme in accordance with the Home-Start Renfrewshire and Inverclyde's Memorandum & Articles of Association, Home-Start Renfrewshire and Inverclyde's Standards & Methods of Practice, Home-Start Agreement and Quality Assurance Standards.
- To maintain the highest standards of practice in supporting volunteers and families within Home-Start Renfrewshire and Inverclyde's model.
- To ensure equality of opportunity, fairness and diversity in all aspects of the scheme's work.
- Implement safeguarding practices in all areas of work.

Main Responsibilities

Supporting the work of the scheme

- Be the first point of contact for all Volunteer enquiries.
- Recruit, select and prepare volunteers in partnership with Family Support Coordinators.
- Liaise and Network with local community organisations raising awareness of Home-Start Renfrewshire and Inverclyde.
- Deliver Volunteer Prep training course to newly recruited volunteers alongside Family Support Coordinators.
- Identify and manage facilitation of additional volunteer training.
- Maintain regular contact with volunteers awaiting match families or who are resting (on hold) from volunteering.
- Conduct 1:1 reviews for unmatched and/or resting volunteers either face to face or by telephone.
- Conduct support and supervision sessions for Group Only Volunteers.
- Organise Peer Support Sessions alongside Family Support Coordinators.
- Facilitate Volunteer events including fundraising activities.
- Ensure all record keeping is accurate and up to date on Charity Log including input of Volunteer Diaries.
- Reference checking all Volunteers.

Volunteer Development Coordinator

Job Description continued

Main Responsibilities (Cont'd)

- Support with PVG paperwork.
- Work in partnership with local Statutory and Voluntary organisations within GIRFEC framework.
- Any other duties that that required to fulfil the needs of the organisation.

Required Skills:

- Excellent interpersonal skills.
- Effective communicator.
- Strong IT, social media, written and presentation skills.
- Strong attention to detail.

Experience:

- Administration in a work-related capacity.
- Working with volunteers.

Requirements:

- Full clean, driving licence and access to a car.
- This role is subject to PVG check.

The post holder may be required to undertake any other duties that fall within the nature of the role and responsibilities of the post as detailed above





Benefits of Working for Home-Start Renfrewshire and Inverclyde

- 25 days Annual Leave plus 12 Public Holidays (pro rata for part-time employees)
- Enhanced Sick Pay
- Family Friendly Working
- Inclusive and supportive culture
- Access to NEST Pension
- Personal Learning and Development Opportunities
- Access to DAS - A confidential counselling service 24hrs a day, 365 days a year available to all staff and immediate family members living in the household and over the age of 18.

Our Commitment to Removing Bias During the Recruitment Process

Application

- We operate a blind recruitment process. All applications are anonymised, avoiding any unconscious bias and a standardised scoring system is used to ensure fair shortlisting of candidates for interview.

Interview

- We will be as flexible as we can to ensure you can attend your interview. We may be able to offer interview slots at non-standard times if necessary (dependant on hiring manager's availability).
- All interview questions/exercises will be sent out in advance of your interview to allow you time to prepare your answers.
- There will be at least one member of the recruitment panel who have been training in Safer Recruitment practices to ensure a fair and safe process.
- Standardised scoring will be used for each interview based on the criteria as stated in the candidate information pack for both the questions asked and also the exercise.





Essential

Education and Qualifications

- English qualification SCQF Level 4 or above (Standard Grade / Intermediate 1 / National 4) (A)(E)

Skills and Experience

- Excellent IT skills and proficient at using Microsoft Office suite (A)(I)(E)
- Strong organisational skills and attention to detail (A)(I)(E)
- Knowledge of the voluntary sector (A)(I)(E)
- Effective communication skills: written, verbal and telephone (A)(I)(E)
- Ability to prioritise (A)(I)(E)
- Experience of using social media (A)(I)(E)
- Presentation skills (A)(I)(E)

Personal Attributes

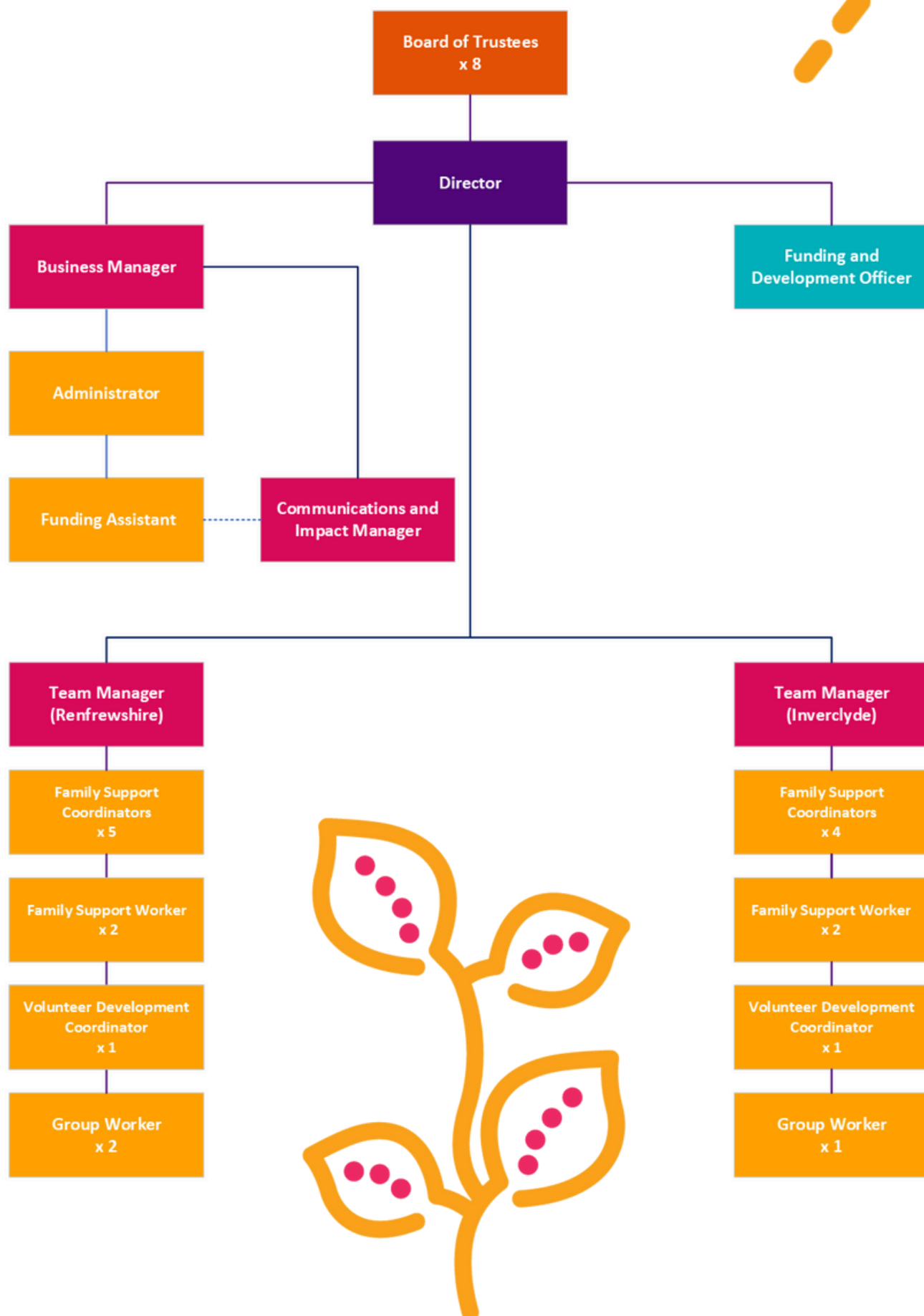
- Ability to work on own initiative (A)(I)(E)
- Ability to establish and maintain effective relationships with a wide variety of people (I)
- High degree of integrity (A)(I)(E)
- Enjoys meeting new people from diverse backgrounds (A)(I)
- Commitment to good safeguarding practice and need for professional confidentiality (A)(I)(E)
- Always willing to go the extra mile (A)(I)
- Willingness to adapt and change to the dynamic of a small, fast-paced Charity (I)
- Passion for the charitable sector and for helping others (A)(I)
- Full clean driving licence and access to own car (A)

Desirable

- Awareness of the support children's charities can provide (A)(I)
- Experience of design and delivering training (A)(I)
- Experience of voluntary organisations (A)(I)
- Experience of the work volunteers can do (A)(I)
- Previous employment in administration and/or volunteer management (A)(I)



Home-Start Renfrewshire and Inverclyde Organisation Chart - The Team you will be joining



What Our Families Say...

“

She's so positive and encouraging to me. She tells me to take a break and is always reminding me to do what's best for my mental health. Just having a cuppa with her makes me feel refreshed.

”

“

I think the biggest difference with Home-Start's support compared to other services is the volunteer wanted to be here. She didn't have to be, but she always showed up and dedicated her time to supporting me.

”

“

To all Home-Start volunteers, the moments you share with your families will be memories for life. Your impact will always shine on the children's lives and will be a special part of the parent's journey of having little kids

”

“

I'm more confident as a parent, I'm more confident having my daughter around other children and adults which has helped with her milestones. From my first week at group till now I can personally see the difference in myself. I'm not as anxious about going to group (before the thought of going and not knowing who would be there made me feel physically sick) I'm more open to sharing my experiences as a parent to other mums now instead of just sitting quietly. Being around other mums in a safe space has helped build my confidence as I know I can openly talk about any struggles I've had over the week or any days where my anxiety has been really bad without feeling like I'm being judged

”

“

Home-Start played a big part in reducing the isolation we felt as a family.

”

“

I feel like I know who I can turn to for support when I need it as well as knowing who I can turn to for help. Going to perinatal has helped me make friends with other mums with children the same age as mine. Staff are always very welcoming and can tell straight away when your having a bad day or not feeling yourself, that helps a lot as sometimes just having someone ask if your okay and tell you they understand how your feeling and that it's okay to feel that way is sometimes all you need to hear.

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