

JOB DESCRIPTION – VOLUNTEER COORDINATOR

Job Title: Volunteer Coordinator
Employer: Home-Start Glasgow North and North Lanarkshire (HSGNNL)
Salary: £24,582 pro rata
Hours of work: Flexible 25-30 hours/week, hybrid working, 9 months to 1 year fixed-term contract
Responsible to: Service Manager

Purposes of the job

- To ensure a creative, safe and effective volunteer recruitment process
- Develop and maintain training & development programmes that prepare volunteers for their role in supporting families with children under 5, and meet the needs of the organisation
- To ensure all volunteers are supported and can contribute to service design
- To identify opportunities to maintain the number of volunteers that allow us to deliver our work effectively and meet the needs of family support
- To maintain and provide content for social media (including using Canva or equivalent)

Main Responsibilities

Recruiting and Supporting Volunteers:

- Contribute and implement volunteer strategy - short and long term goals
- Recruit, train and prepare volunteers in partnership with Family Support Coordinators
- Design and implement innovative recruitment campaigns eg social media presence, banners,
- Participate and actively promote campaigns in the community
- Develop and manage facilitation of additional training, eg trauma informed parenting, mental health awareness, poverty alliance etc
- Develop creative volunteer support methods
- Forge close links with key agencies, eg Third sector interface, Volunteer Scotland
- Develop and nurture relationships with local businesses assisting them to consider their CSR strategy
- Identify and participate in suitable recruitment opportunities and events, eg gala days, festivals,
- Engage with local Colleges and Universities re suitable student placements/research opportunities
- Monitor and evaluate training
- Ability to prepare reports
- Facilitate volunteer events including Volunteer Week activities
- Complete all administration relating to volunteering - including input to HSGNNL CRM system (Charitylog), volunteer timesheets, Volunteer Training and Assessment Course preparation and registration forms
- Complete all administration relating to volunteer advertising, recruitment, training and events and ensure information is accurate and up to date

Supporting the work of the scheme:

- Undertaking work as delegated by the Director to support the strategic management and development of the scheme
- Supporting the implementation and review of all Home-Start policies and procedures
- Complying with the scheme's administration, monitoring and financial systems
- Promoting the work of the scheme as required by the Director
- Contributing to and supporting the development of the Home-Start network locally, regionally and nationally

This job description reflects the major tasks to be carried out by the postholder and identifies the level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing scheme needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the postholder.