

# VOLUNTEERING MATTERS

## JOB DESCRIPTION

Job Title	Development Worker, RSVP Forth Valley
Hours Per Week	17.5
Contract	Fixed Term Contract until 31 March 2026 (extension possible, funding dependent)
Location	Alloa (locally home based)
Role Reports To	Delivery Leader for Scotland and Northeast England
Job Family	Job Family 3 - £12,812 per annum (£25,625 FTE)

### Volunteering Matters / RSVP Forth Valley

Volunteering Matters is a volunteering and social change charity. We support communities to overcome adversity, tackle social isolation and loneliness, improve mental and physical health, develop skills and opportunities, and ensure that people can lead change by volunteering. We passionately believe everyone in the UK should have the opportunity to thrive, and that volunteering changes lives.

Our Retired and Senior Volunteer Programme (RSVP) is a volunteer-led project that encourages, facilitates and supports older people aged 50+ to keep active by volunteering in their community. RSVP believes that by volunteering and using their life experience and skills, older people are less likely to be socially isolated and suffer from poor mental and physical health and wellbeing. Current RSVP activities in Forth Valley include volunteering programmes within NHS hospitals and primary schools, charitable knitting groups, walking groups, and a Handyperson Scheme. Over 1500 older people have engaged over the last 25 years.

### The role of Development Worker

We are looking for a Development Worker who can work flexibly, is driven, and is passionate about supporting older people to take part in volunteering. The right candidate would be someone with excellent communication, relationship building, and organisation skills as well as experience of recruiting, coordinating and managing volunteers. It is important that the post holder can commit to our organisational values - being Compassionate, Empowering, Inclusive, Positive and Straightforward.

You will lead to attract, recruit and support new RSVP volunteers, targeting older people who already are, or are at risk of, social isolation and poor health. You will work closely with a small team of Volunteer Organisers, supporting and empowering them to deliver and develop existing and new RSVP activities across Forth Valley.



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## Employee Benefits

Volunteering Matters ambition is to be the best employer in the UK charity sector. We have a positive, inclusive and empowering workplace culture, and offer a wide range of Employee Benefits which include:

- Fully flexible working - the ability to choose preferred working days and hours
- An unlimited (paid) annual leave allowance - to help achieve a positive work-life balance
- Free access to our Employee Assistance programme (provided by Health Assured)
- Free access to a range of staff discounts (provided by VIVUP)
- Learning and Development opportunities to meet your career and progression goals
- Interest free season ticket loan (for public transport)
- Cycle to Work scheme
- Employee Pension Scheme
- Competitive and supportive maternity/adoption/family leave provision, and sick leave provision

## Our Ways of Working

Volunteering Matters offer flexible working by default. This means that our team members have significant flexibility and choice when it comes to working days and hours and are empowered with the responsibility of managing their own workload and diary.

This role is primarily home-based (must be local to Forth Valley). You will need a strong WIFI connection and a suitable home working environment. Part of your working week will also need to be based within local communities in Clackmannanshire, Falkirk and Stirling, meeting with volunteers and partner organisations. Appropriate travel costs will be re-imbursed.

## Key Duties & Responsibilities

- Consistently role modelling and displaying our organisational values in every aspect of your work (being Positive, Inclusive, Empowering, Compassionate, and Straightforward)
- Contribute to effective teamwork across the regional team, and the wider charity, working in a flexible way
- Effectively target, recruit, train and support older volunteers across a range of RSVP Forth Valley activities – meeting ambitious goals and milestones



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- Work closely with our small team of RSVP Volunteer Organisers to develop existing volunteering projects, and develop new volunteering programmes that older people can engage with
- Establish and maintain strong working relationships with internal and external stakeholders including colleagues, volunteers, partner organisations (such as the NHS and schools), funders and others.
- Developing, designing, and publishing marketing & promotional materials related to the project. Provide support to ensure we have an appropriate, up to date and engaging website and social media channels.
- Being a champion of volunteering, taking part in networking forums, events, talks, or engaging with traditional media sources to promote volunteering, and the benefits to individuals and organisations
- Ensure the project is delivered in line with Volunteering Matters quality standards, compliance controls, organisational practices and policies including Safeguarding, Health and Safety etc.
- Administration tasks including maintaining effective and accessible records, the use of a Volunteer Management system, Microsoft Office, Teams, and Canva – full training will be given
- Ensuring monitoring, impact and evaluation information and data is collected, and that the project meets its agreed targets, reporting format and schedule

*This job description is intended to include the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive, but while some variations will be expected, these will be at an appropriate level.*

## Person Specification

### Skills Required

- An excellent knowledge and understanding of best practice in all areas of Volunteer Management (recruitment, training and support)
- Excellent people skills, able to build professional and long-term relationships, to influence and motivate others
- Excellent organisational skills including ability to manage a busy workload, prioritise, strong attention to detail



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- Excellent written and verbal communication skills, including delivering presentations to a range of audiences, having strategic conversations with partners one minute, then talk to an anxious volunteer the next
- Excellent IT skills including the use of Office 365, Microsoft Teams and other software packages
- A creative approach to problem solving, ability to work independently and use own initiative
- Skills around creating content for social media, drafting promotional materials, website content etc.

## *Experience Required*

- Experience in all aspects of effective Volunteer Management, in line with best practice
- Experience of delivering an ambitious volunteer recruitment campaign
- Experience working as part of a team, with a proven ability to communicate effectively
- Experience of developing partnerships with other organisations or groups
- Experience of achieving ambitious targets, managing a busy workload and meeting deadlines
- A good understanding of, and full commitment to, Equality, Diversity, and Inclusion

## **PVG (Protection of Vulnerable Groups)**

This role requires membership of the PVG scheme.. Having a criminal conviction is not necessarily a barrier to working with us.

## **Diversity & Inclusion**

We encourage applications from people of all backgrounds and communities. This helps us ensure our staff team represents the people we serve in Scotland. We particularly welcome applications from people of minority ethnic backgrounds and people with disabilities - all of whom are under-represented in our staff team.



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## Disability Confident & Reasonable Adjustments

We guarantee to interview anyone with a disability whose application meets the minimum criteria for the role. Please provide evidence in your application which demonstrates you meet the minimum requirements.

To be considered for a guaranteed interview or to discuss any reasonable adjustments during the process, please state this in your application or contact [join@volunteeringmatters.org.uk](mailto:join@volunteeringmatters.org.uk) for more information.

## To apply for this role

### Internal Candidates

- Email your expression of interest to [join@volunteeringmatters.org.uk](mailto:join@volunteeringmatters.org.uk) before the internal deadline

### External Candidates

- Prepare an up-to-date CV
- Prepare a Supporting Statement. Please note this should NOT be a cover letter, instead it should be a detailed description of why you are a suitable candidate. You should consider the Job Description and the Person Specification. A minimum 1 A4 page is recommended.
- Send both to [join@volunteeringmatters.org.uk](mailto:join@volunteeringmatters.org.uk) in advance of the deadline

We will be in touch with all candidates shortly after the closing date. Candidates selected for an interview will receive a briefing pack, allowing them the opportunity to prepare for the interview. If you have any questions or would like to speak to the Recruiting Manager for this please, don't hesitate to contact us via the email above.

