

## **Volunteer Development Lead – Third Sector (East Ayrshire)**

**Location:** East Ayrshire

**Reporting to:** Deputy Chief Executive

**Hours:** 35 hours per week

**Salary:** £30,000

**Contract Type:** Permanent

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### **What You'll Bring**

- A passion for community empowerment and the voluntary sector.
- Positive, inclusive, and asset-based mindset—ready to listen, value local strengths, and build confidence.
- Commitment to social justice, mental wellbeing, equality, participation, and supporting organisations to succeed.

### **Why This Role**

- A unique opportunity to work across East Ayrshire mobilising volunteers helps tackle social isolation, build social cohesion, and strengthen local resilience.
  - The opportunity to champion diversity, accessibility, and meaningful engagement so volunteering truly represents all communities.
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### **Job Purpose**

The Volunteer Development Worker plays a pivotal role in attracting, recruiting, training and supporting volunteers across third-sector organisations in East Ayrshire. You will help build an inclusive, rewarding volunteer environment and embed a positive volunteer culture throughout the region. This is a community-facing role working closely with local groups and organisational partners.

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### **Key Responsibilities**

#### **Strategy & Role Development**

- Design and promote volunteer programmes aligned with organisational and partner needs.
- Develop clear volunteer role descriptions and create opportunities based on organisational requirements and community insights.
- Partner with Volunteer Scotland to deliver national guidance and best practices locally.
- Support third sector organisations to meet Volunteer Scotland's Volunteer Charter principles and quality standards

## **Attraction & Recruitment**

- Deploy recruitment campaigns via social media, events, local networks, and volunteer platforms.
- Screen candidates, conduct interviews, and match volunteers to suitable placements.
- Manage Disclosure Scotland checks, references and onboarding processes.
- Use Volunteer Scotland's platforms to promote roles and reach young volunteers.
- Attract volunteers aged 12–25 and support them in accessing Saltire Awards

## **Training & Induction**

- Design and run induction sessions covering mission, values, policies, safeguarding, and role expectations for volunteering with an emphasis on accessibility and inclusion aligned with Volunteer Scotland standards.
- Provide skills training and coordinate any specialist certifications needed.

## **Ongoing Volunteer Support**

- Provide regular supervision, mentoring and development opportunities to volunteers.
- Act as the first point of contact, resolving issues and addressing concerns promptly.
- Serve as key contact for young volunteers navigating the Saltire process.

## **Community & Culture Building**

- Facilitate communication and social events that foster connection and shared identity among volunteers.
- Promote volunteer contributions and success through recognition schemes or events.
- Highlight volunteer achievements across social channels and partner networks.

## **Engagement & Partnerships**

- Liaise with third-sector organisations and community groups to align volunteer needs and programmes.
- Support partner organisations in embedding inclusive and accessible volunteering practices.
- Work closely with Volunteer Scotland to co-deliver events, training, and recognition initiatives.
- Support partner organisations in delivering Saltire Awards.

## **Monitoring & Evaluation**

- Maintain volunteer databases, collect data on volunteer hours, demographics, satisfaction, and Saltire Awards outcomes.
- Evaluate volunteer experience and programme effectiveness, report to partners, funders and senior managers.

- Report successes and statistics to Volunteer Scotland, funders and senior leadership.

### **Policies & Governance**

- Develop and update volunteering policies, risk assessments, safeguarding protocols and best-practice guidelines.
- Keep abreast of legislation and sector guidance.

### **Budget & Resource Management**

- Oversee volunteer budgets, ensure reimbursement of agreed expenses, and manage any programme funding or resource requirements.

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### **Person Specification**

#### **Essential Qualifications & Experience**

- Degree in Community Development, Social Work, Sociology, or closely related field.
- Minimum two years' experience working in volunteer development or support role.

#### **Skills & Experience**

- Knowledge of Volunteer Scotland standards, and familiarity with Saltire Awards process and requirements.
- Demonstrable experience in volunteer recruitment, training, supervision and programme coordination.
- Strong communication and interpersonal skills; ability to engage diverse groups and build relationships.
- Excellent organisational and time-management capabilities; ability to juggle competing priorities.
- Competence using volunteer databases, spreadsheets and standard IT tools.
- Commitment to equity, diversity and inclusion; understanding of access barriers within volunteering.
- Ability to develop and deliver engaging training and induction materials.

#### **Personal Attributes**

- Empathetic, approachable and resilient—able to support volunteers with patience and respect.
- A self-starter who can innovate and adapt in a busy, community-led environment.
- Passion for civic empowerment and community development.
- Warm, approachable and adaptable—especially when engaging young people beginning their volunteering journey.
- Resilient and creative—able to champion volunteering in diverse environments.

### **Desirable**

- Experience working within community or third-sector organisations in East Ayrshire.
- Experience in fundraising or supporting partner fundraising activities.
- Previous experience supporting or delivering Saltire Awards at a local TSI or community level.
- Experience organising Awards or recognition events.