**JOB TITLE** Volunteer Development Worker

**SALARY** £27,189 per annum (pro rata for part time hours)

**HOURS OF WORK**  30 per week (0.81FTE)

**LOCATION** Perth City Centre, with hybrid working available. Some travel throughout Perth & Kinross may be required

**REPORTING TO:** Head of Resources

**ABOUT CATH**

CATH was started in the winter of 1990-1991 when a group of local people came together in response to the number of people sleeping rough in Perth at that time. The first response was a ‘Soup Kitchen,’ which later developed into a Day Centre (now called the Community Hub) which opened in 1995.

Now, CATH supports people across Perth & Kinross via a range of projects – from our Community Hub and Outreach provision through to our supported housing service, Tayview House, to our Floating Housing Support service. Each of these provides a form of housing-related support – aiming to ensure people access and/or maintain accommodation and thrive within it. This includes income maximisation support, access to community-based activities and signposting to additional support where required. In addition, we have an Adult Learning programme and are in our final year of a test of change project called Positive Pathways, both of which support people to access training, education, volunteering opportunities and employment. Our much valued and well-loved charity shop opened in 2010, not only providing the charity with a source of income but also helping to divert high quality items from landfill, fostering a sense of community amongst regular shoppers, providing items at a fair price and offering both volunteering and employment opportunities. Our final project, On the Mend, provides an inclusive community facility on Perth High Street offering group-based activities. We currently run several craft and upcycling courses for people to access, many of whom are facilitated by volunteers and overseen by talented and creative staff.

**ABOUT THIS ROLE**

Volunteers play a vital role in CATH’s work – from putting dedicated hours into our well-loved charity shop, to providing front of house support in our Community Hub, to helping to deliver our creative classes at On the Mend and more. We are also lucky to have corporate groups who offer short-term support to our work and our ideas. We are seeking a Volunteer Development Worker to oversee our current volunteering opportunities and expand our volunteer offering to support the work ongoing in our services and projects. We want to make sure that our volunteering opportunities are positive and mutually beneficial, and the Volunteer Development Worker will play a key role in that. In addition, you will help broker volunteering opportunities for our Service Users with other agencies, partners and local businesses as part of our ‘Ready, Steady, Volunteer’ programme which supports people into their first volunteering placement, perhaps as a pre-cursor to paid employment in the future. The Volunteer Development Worker will be engaging and supportive, fielding initial volunteering enquiries, onboarding and inducting new volunteers, providing ongoing support to volunteers where needed and engaging with CATH’s staff teams and external agencies and partners to look for new volunteering opportunities.

**KEY RESPONSIBILITIES AND DUTIES**

* Work alongside the CATH management team to develop our new volunteer strategy which complements the work of each of our services. The strategy will play an integral part in supporting CATH towards the Investing In Volunteers (IIV) Quality Standard.
* Responsible for creating volunteering roles in line with the strategy
* Overall responsibility for the recruitment, placement, induction and ongoing development and support of volunteers
* Work alongside the CEO and the Board to support with the recruitment of Trustees
* Develop and implement appropriate training programmes that support effective, good quality volunteering opportunities
* Actively support Service User volunteering opportunities in partnership with appropriate staff teams.
* Participate in the Ready, Steady, Volunteer programme alongside other appropriate staff, providing insight into volunteering and managing supported volunteering placements.
* Support short-term volunteering initiatives and enquiries from corporate and local groups in line with CATH’s Corporate Volunteer Plan.
* Collate feedback about volunteering placements and opportunities from volunteers and staff teams, to ensure on going service improvement
* Collecting and recording volunteering data for monitoring purposes, which will provide regular updates to senior management team, Board/impact reports, funding applications etc
* Develop and maintain partnership working to support volunteering including attendance at local volunteer manager forums, Employability Pipeline and TSI
* Maintain and review appropriate policies and procedures for volunteers
* Ensure organisation wide compliance with the Volunteer Charter
* Co-ordinate volunteer recognition awards and celebration in conjunction with service managers.

**ROLE REQUIREMENTS**

You will need to demonstrate in your application/at interview that you possess the essential criteria for this post as detailed below. In addition, demonstration of some of the desirable criteria will also assist you greatly in your application.

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| **EXPERIENCE & QUALITIES** | **ESSENTIAL** | **DESIRABLE** |
| Commitment to the mission, vision and values of CATH | ü |  |
| Experience of recruiting, training and working with volunteers | ü |  |
| Experience of developing/delivering programmes and initiatives | ü |  |
| Excellent verbal and written communication skills | ü |  |
| Capable of building strong relationships with CATH staff, external partners, service users and volunteers | ü |  |
| Strong IT skills including Microsoft 365 | ü |  |
| Excellent organisation and time management skills | ü |  |
| Able to work independently and as part of the wider CATH staff team to achieve individual and shared goals | ü |  |
| Flexible, hard-working and highly motivated | ü |  |
| Experience of developing and delivering a volunteer strategy |  | ü |
| Experience of creating meaningful impact data to demonstrate a charity’s work and achievements |  | ü |
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