



THE CARERS CENTRE FOR BRIGHTON & HOVE

JOB DESCRIPTION

Job Title:	Volunteer Co-ordinator
Hours of Work:	15 hours per week
Salary:	£27,500 p.a. (pro rata)
Length of contract:	Permanent
Responsible to:	Service Manager
Annual leave:	25 days plus public holidays (pro rata for part time posts)
Probation:	Six months
Notice:	One month on completion of probation
Pension:	3% contribution to the Auto Enrolment Pension Scheme

Location:

The post holder will be based at the Carers Centre but will be expected to work with carers and volunteers in venues across Brighton and Hove. There will be occasional need to work evenings and weekends.

AIMS OF THE JOB:

1. To establish and develop volunteering opportunities at the Carers Centre
2. To work with the management team to review and reinforce effective policies and procedures for volunteer-supported projects based on best practice
3. To develop and implement systems for recruitment and selection of volunteers from a range of backgrounds
4. To deliver a programme of induction and ongoing training for volunteers

5. To supervise a pool of volunteers to support carers safely to achieve positive changes within their lives and to enable volunteers to feel fulfilled in their role
6. To keep accurate records and statistics in accordance with the Carers Centre procedures
7. To monitor, analyse and report on feedback/outcomes with carers and volunteers
8. To participate in supervision and training to ensure professional operation of the service
9. To engage in research and networking opportunities provided by other organisations with expertise in volunteer support
10. To work in accordance with, and to ensure that staff and volunteers for which the post is responsible, adhere to the values, policies and procedures of the Carers Centre, especially Confidentiality, Safeguarding, Equal Opportunities and Health & Safety
11. To carry out other duties appropriate to the role and responsibilities as may be delegated by the CEO of The Carers Centre

This Job description refers to the duties of the post at the current time. Such duties may vary from time to time, without changing the general nature of the duties or the level of responsibilities of the post. Such variations cannot of themselves justify a re-grading of the post.

THE CARERS CENTRE FOR BRIGHTON & HOVE PERSON SPECIFICATION

Volunteer Co-ordinator

Essential:	How demonstrated:
1. Experience of recruiting, supervising and managing volunteers/staff	Application form and interview
2. Experience of project management and or development work	Application form and interview
3. Awareness of the impact of caring responsibilities on unpaid family/friend carers	Application form and interview
4. Ability to identify, assess and mitigate risks including those related to safeguarding and health & safety	Application form and interview
5. Experience of working with/supporting carers and/or user groups	Application form and interview
6. Experience of liaising and working in partnership with professionals from various organisations in the private, statutory and voluntary sectors	Application form and interview
7. Good IT skills, including experience using databases, Microsoft Office software and social media platforms	Application form
8. Proven skills in training and/or group work	Application form and interview
9. Proven ability to work and act on own initiative	Application form and interview

10. Self motivated and able to prioritise competing deadlines and multi-task	Application form and interview
11. Excellent interpersonal and communication skills with an ability to work with a diverse range of volunteers, services and other professionals	Application form and interview
12. Understanding of and commitment to diversity, equality and inclusion	Application form and interview