



Charity registration number: 1154862

www.assistsheffield.org.uk

JOB IDENTIFICATION

Job Title: **Volunteering Coordinator**

Responsible for: **Volunteering programme at ASSIST**

Accountable to: **Trustees**

Hours: **Part-time: 21 hours Some evening and weekend work will be required**

Salary: **£22,500 to £23,500 pa, pro rata'd to 21 hours**

Leave: **25 days p.a.+ statutory bank holidays, pro rata'd to 21 hours per week**

We are committed to this role as a permanent post, however the initial contract will be for a period of one year and extended subject to funding.

JOB PURPOSE

To develop and lead ASSIST's volunteer programming, which underpins all services for destitute asylum seekers.

MAJOR DUTIES AND RESPONSIBILITIES

Volunteering Programme

- Develop ASSIST's volunteer vision and policy which identifies the role that volunteers play in the achievement of ASSIST's strategic goals, in line with current UK law and volunteering best practice.
- Develop, implement and maintain structures, systems and procedures to engage and support volunteers in line with agreed policy, resources and plans. Including recruitment, training, ongoing support and recognition.
- Research and write proposals for volunteer policies and procedures, including risk assessments
- Keep up to date with legislation and policy related to volunteering and make any necessary modifications to accommodate changes
- Maintain and develop relationships and partnerships with public, private and charity sector organisations, to support recruitment and the volunteering programme at ASSIST.

- Promote volunteering opportunities at ASSIST (internally and externally) through events and publicity strategies and campaigns
- Assist with the development and implementation of volunteer retention strategies and ensure that volunteering opportunities are routinely evaluated and continually improved.

Coordination of Volunteering

- Liaise with staff and volunteers to update and develop clear task profiles for volunteering roles and promptly identify and fill volunteering vacancies
- Ensure a timely response to expressions of interest and applications to volunteer
- Work with volunteer applicants, team leaders and staff, to find the best placement of volunteers
- Equip those who manage volunteers at ASSIST, to provide appropriate supervision, support and appreciation to all volunteers
- Communicate and lead policies around volunteering across the organisation
- Provide induction, line management and support for volunteers in the Volunteer Recruitment and training teams

Evaluation and monitoring

- Maintain appropriate information and recording systems relating to the volunteer programme, including ensuring appropriate monitoring and record keeping on our volunteer database.
- Administrate volunteer events and record participation through ASSIST's volunteer database.
- Prepare routine reports, including basic statistics relating to volunteering, for steering group, management committee and funders.

Duties of all staff at ASSIST

- Participate in appraisal processes, to identify with line manager, own training and development needs and undertake training as required.
- Assist with the planning and organisation of away days and events and attend and contribute to internal and external training organised by/for ASSIST
- Manage budgets and resources, including the reimbursement of expenses; and input into budget setting

- Work as a member of the staff team and contribute to the general activities and development of projects at ASSIST.
- Actively promote and represent the aims, core values and equal opportunities of ASSIST
- Other duties agreed in consultation with the postholder's line manager, which are in line with the aims of the post.

This is not a final and complete statement of the duties attached to the post, which may be amended from time to time in accordance with the changing needs of ASSIST.

EQUAL OPPORTUNITIES STATEMENT

ASSIST Sheffield is actively opposed to all forms of discrimination on the grounds of age, gender, ethnic origin, nationality, political belief, religion, marital status, domestic circumstance, immigration status, sexual orientation, physical or mental ability, trade union activity, health or formal education.

The duties described in this post may over time change and develop to meet the needs of the service. The description of this post may be amended after consultation with the post holder and in relation to individual appraisal

JOB DESCRIPTION AGREEMENT	
A separate job description will need to be signed off by each jobholder to whom the job description applies.	
Job Holder's Signature:	Date:
Link Trustee Signature:	Date:
	Date:

