**BLACKBURN WITH DARWEN COUNCIL FOR VOLUNTARY SERVICE**

TRADING AS COMMUNITY CVS

## JOB DESCRIPTION

**JOB TITLE: Volunteer Development Officer**

SALARY: £21,859 (full-time equivalent salary)

**Responsible to: Team Leader and Volunteering Manager**

**Summary of Post:**

You will work with the Team Leader, Volunteering Manager, partners and colleagues to develop and deliver the Strengthening Communities Passport to Health and Employment programme and associated supporting volunteer projects to people at risk of social exclusion and help them to utilise volunteering as a stepping stone towards employment.

You will recruit, train, support and supervise a team of volunteer mentors, who will provide additional support to those at risk of social exclusion.

You will support people are unemployed or economically inactive and at risk of social exclusion due to one or more of the following characteristics:-

* Having a physical or learning disability
* Having a physical or mental health condition
* Being an ex-offender or being in recovery from alcohol or substance misuse
* Living in a deprived neighbourhood or facing particular equality barriers due to age, gender, disability, ethnicity, faith, sexual orientation
* Having childcare or care responsibilities

You will support the individual to achieve positive outcomes such as:-

* Progression in terms of accessing education or training
* Progression in terms of job search, apply for and securing employment or self-employment
* Progression against the five ways to well-being

#### SPECIFIC DUTIES AND RESPONSIBILITIES

1. To take lead responsibility for the implementation, development and management of the Project for a particular geography or target population
2. To consult, liaise and negotiate with relevant external agencies and local partnerships in developing and delivering the project.
3. To establish and operate shared protocols for referrals of Volunteer mentors to support beneficiaries and for referrals of beneficiaries from partner organisations
4. To plan and develop roles for Volunteer mentors based on consultation with partner organisations, service users and other stakeholders.
5. To plan and coordinate a volunteer mentor recruitment and training programme ensuring all sections of the community are targeted, that volunteers skills and motivations are matched to appropriate roles and that there is adequate flexibility to ensure that people with different needs can become volunteers.
6. To develop and deliver a skills development programme for beneficiaries including personal development, preparation for volunteering and employability development.
7. To take responsibility for ensuring that volunteer mentors are supported and motivated.
8. To develop protocols/ procedures for the management of the project.
9. To ensure that volunteer mentors and beneficiaries volunteering in the community, have opportunities to develop and be recognised and rewarded for their work.
10. To meet with partner agencies referring beneficiaries to the project on a quarterly basis to review the beneficiaries, their support needs, and outcomes emerging.
11. To gather information on a range of accessible community volunteering opportunities for beneficiaries.
12. To work with volunteer-involving groups to address barriers to participation for beneficiaries that wish to volunteer including development of resources, advocacy, and arranging themed volunteer manager network meetings.
13. To implement appropriate outcomes measurement system to ensure that outcomes and impact of the project can be demonstrated to funders and external stakeholders.
14. To be responsible for the continuous monitoring of the project as well as evaluation, to assess the extent to which the objectives and outcomes are being achieved in order to improve and develop the scheme and inform future delivery.
15. To keep detailed records of project activity and volunteers for the purposes of continuous monitoring including tracking volunteer mentors and outcomes for beneficiaries that they support.
16. To produce quarterly performance management reports for the management team and external partners/funders as required.
17. To attend relevant training and events.
18. To participate in the Community CVS staff team with regard to all matters that require a team approach.
19. To undertake other duties within the organisation when required within the level of responsibility of the post.
20. Post holder must adhere to all organisational guidelines and policies and pay particular attention to:

Confidentiality

Health, safety and security

Safeguarding Adults and Children

Equal Opportunities

Training and Development

## CONDITIONS

This post is a 30 hours per week role. The full time equivalent salary is £21,859 per annum for a 37 hours per week. The actual salary for the 30 hours is £17,723.51. There are no fixed days of work and evenings or weekend working may be required. Holiday entitlement is 22 days plus 8 statutory days and the days between Christmas and New Year (increasing to 27 days after 5 years’ service). Holidays are pro rata depending on the number of hours worked.

POLICIES AND PROCEDURES

You are required to make yourself aware of, understand and act on, your obligations to yourself, to work colleagues, to CVS, to our customers and other stakeholders. These obligations are contained in the Employee Handbook and supporting handbooks. Staff must pay particular attention to the Equality and Diversity Policy, Customer Care Policy, IT Policy, Health and Safety Policy, and, Safeguarding Policy and adhere to all CVS policies and procedures at all times.

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| Area of Lead Responsibility: | Project work in the Preston area |
| Start Date: |  |
| End Date: |  |
| Name: |  |
| Signature: |  |
| Date: |  |

This post is part funded by the European Union’s European Social Fund.

**This post is funded by external projects and will be funded by the European Structural and Investment Funds for the 01st July 2020 to 31st 30th September 2023 period to work on the Strengthening Communities Passport to Health and Employment project otherwise known as ‘Action for Jobs’.**