

**BLACKBURN WITH DARWEN COUNCIL FOR VOLUNTARY SERVICE**

**JOB DESCRIPTION**

**JOB TITLE:**  Volunteering Now Project Support Officer

**SALARY:** £11,336.00 per annum (20hrs a week).

(Full-time equivalent - £20971 per annum)

**RESPONSIBLE/REPORTING TO:** Volunteering Manager

**SUMMARY OF POST:** To provide assistance to the Project Co-ordinator in all areas of admin and support. To recruit volunteers age 16-30 into the Volunteering Now project. This will include establishing links with local colleges, clubs and young people services to promote the project. It will also include meeting with and vetting volunteers on behalf of Volunteering Now Project.

To provide additional administration support to all service areas if and when required.

## SPECIFIC DUTIES AND RESPONSIBILITIES

1. To recruit, meet and screen volunteers age 16-30 into the Volunteering Now project.
2. Establish links with local colleges, clubs and young people services to promote the project.
3. Be able to talk passionately to young people about this project, showing good public speaking skills and to share the opportunities and benefits that would be gained by engaging with the project.
4. Be able to work on own initiative, prioritise own workload and work to meet deadlines.
5. To update CVS information management systems, including databases as required, ensuring accurate data input, data management and reporting for the project.
6. To maintain a high quality of administration service, be proficient in all Microsoft packages, and maintain a high level of customer care by providing an efficient and effective telephone and e-mail service for all enquiries.
7. To support the development and maintenance of all project administration, filing and record keeping systems under the direction of the Project Co-ordinator and in line with the organisation’s Data Protection policies and procedures.
8. To support colleagues in marketing, communications and promotional activities across the project, including newsletters, flyers and all aspects of social media.
9. Be able to work flexibly to meet the needs of the projects (evening and weekend work Any other tasks appropriate to the post

## MANAGEMENT

The staff of CVS are ultimately responsible to the Executive Committee which is made up of elected representatives from the CVS membership. Day to day management responsibilities are delegated to the Chief Executive and the management team. This post will be line managed by the Volunteer Manager.

## CONDITIONS

The role is a fixed term contract until 31st March 2024 for 20 hours per week. The salary is £11336.00 per annum (20hrs a week). (Full-time equivalent £120971.60 - for 37 hours per week).

Holiday entitlement for a full time member of staff are 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, Confidentiality and Data protection, IT Policy, and, Health and Safety Policy and adhere to all CVS policies and procedures at all times.

**INFORMATION GOVERNANCE**

All staff have a personal responsibility to ensure that person identifiable, confidential or sensitive information is processed in line with the Data Protection Act and should comply with the law, organisational polices and best practice when processing information.

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| Area of Lead Responsibility: | Project Support Officer |
| Start Date: |  |
| End Date: | 31st March 2024 |
| Name: |  |
| Signature: |  |
| Date: |  |