

Women's Community Matters

Job description

Volunteer Co-ordinator (WCM 008)

Job title: Volunteer Co-ordinator

Responsible to: Development & Delivery Manager

Base: Women's Community Matters, Barrow

Start Date: 6th June 2016

Salary: £19,500 (payable pro rata)

Hours: 16 hours per week

Contract: Permanent position subject to successfully passing a Probationary Review at the end of a 3 month period

Please note that this post is open to women only under the Equality Act 2010, Schedule 9, Part 1.

General Description

We are looking to recruit a skilled professional to help expand and develop the range of opportunities available to women at our Centre. The post involves interviewing, training and supervising volunteers as well as delivering group sessions and working one to one with vulnerable clients with complex needs. The successful applicant/s will work closely with other members of staff, volunteers and other organisations as appropriate. The additional needs of our clients may be around issues of mental wellbeing, substance misuse, involvement with the criminal justice system, other risk taking behaviour and experiences of domestic violence/abuse.

Primary Objectives

- To develop and deliver on-going project work and volunteer co-ordination as directed by the Development and Delivery Manager
- To work within the context of the Women's Community Matters philosophy and strategic and business planning, as determined by the Senior Officer and Board of Trustees.

Primary Duties

- To work on on-going volunteer recruitment, support and co-ordination as directed by the Project Development and Delivery Manager.
- To have day to day responsibility for the development and delivery of volunteer opportunities, training and supervision in line with the philosophy and strategic and business planning of Women's Community Matters.
- To oversee the development and review of appropriate policies and procedures, specific to volunteering within WCM, with the support of the Project Development and Delivery Manager.
- To deliver work with women related to volunteering and other specific project area which may typically include; one to one; providing practical support and assistance; attending meetings with other agencies; training workshops; group work (with clients and separately with volunteers); activity sessions, for example. This list is not exhaustive, merely indicative.
- To develop your own knowledge, experience and skills in relation to the specific project area for which you are responsible.
- To discuss all aspects of your specific activity, potential organisational risks, planning and delivery with the relevant Development and Delivery Manager as appropriate and when required.

- To work with other identified staff to produce, implement, monitor and evaluate your specific project area.
- To work with the Development and Delivery Manager to develop and monitor budgets to facilitate project delivery in your specific project area as and when appropriate.
- To work with volunteers and students on your specific project area through liaison with the Development and Delivery Manager, Project Workers, Centre Co-ordinator and other staff.
- To ensure appropriate systems, procedures and record keeping are in place across your specific project area.
- To assist other staff with the running of the Centre.
- To ensure effective communications between women using the Centre, volunteers and other service providers within the Centre.
- To promote the involvement, voice and feedback of the women using the Centre.
- To contribute to publicity in relation to your specific project area, in liaison with the Senior Officer.
- To promote equality and diversity across all aspects of Women's Community Matters and the Centre.
- To contribute to all Health and Safety related matters and ensure compliance with all relevant Health and Safety policies and procedures. Remembering that Health and Safety is the responsibility of everyone in the organisation.
- To promote Women's Community Matters as a valuable resource for women with complex needs.
- To work with a broad range of voluntary and statutory agencies and key partners in promoting and developing your specific project area, in liaison with other identified staff.
- To engage with national and regional organisations and partnerships in relation to your specific project areas, in liaison with the Senior Officer.
- To attend, supervision, staff meetings and training and development events as and when appropriate, in liaison with the Development and Delivery Managers and other staff.

To apply for any of these posts please send your completed application form to:

Rebecca Rawlings, Senior Officer
 Women's Community Matters
 Suite1, 22a Duke Street, Barrow-in-Furness, Cumbria. LA14 1HH
 01229 311102

You may also send your application by e-mail to: jobs@womenscommunitymatters.org

Please note: the closing date for receipt of all applications is Monday 2nd May 2016 at 12 noon. Interviews will take place on 9th, 10th, 11th, 12th and 13th May 2016. The start date for all posts is Monday 6th June when a group induction will take place.

Additional Information

An offer of employment will be conditional on completion of an Enhanced Disclosure & Barring Service check. As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Women's Community Matters complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed. Having a criminal record **will not** automatically exclude you from working for our organisation. Please ring and ask us for a copy of our policy relating to this or for more information if you are unsure.