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**Volunteer and Training Coordinator**

**Job Description**

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| **Job Title** | Volunteer and Training Co-ordinator |
| **Location** | Southwark |
| **Hours** | 37.5 hours per week |
| **Responsible To** | Project Manager |
| **DBS** | This post is subject to an enhanced DBS check |
| **Salary** | £21,500 (+£3,630 geographical allowance) |

## Job Purpose

The role of the Volunteer & Training Coordinator will include the ongoing recruitment and training of Volunteers, whilst sourcing, providing and facilitating training opportunities for Volunteers and Service users in preparation for future employment opportunities. To be an expert navigator of local communities, continually build and sustain relationships and partnerships with agencies, professionals and employers who may use or contribute to the project.

**Key Responsibilities**

* To recruit Volunteers and develop constructive and realistic individual training programmes that complement service delivery
* To develop a range of volunteer placements within the Service to suit the skills and aspirations of Service Users
* To assist in the induction of Volunteers and new staff
* To provide on-going support and regular supervision of Volunteers
* Proactively agree individual development activities for Volunteers
* To work with service users to support identified goals around training, volunteering and employment
* To co-ordinate and delivering training in accordance with assessed needs of people being supported by the Service , including sourcing of trainers, experts by experience and professionals to support activity programmes
* To contribute to service development and activity programmes regularly
* Develop relationships with the people that use the service and establish and maintain effective communication with them
* To develop links with local community to provide pathways for Volunteers to access external placements
* To monitor and record information relating to training, volunteering and employment outcomes achieved by individuals being supported by the Service.
* To contribute to the development of project policy by attending and participating in Team Meetings.
* To contribute to the development of your own professional development and that of the project by attending regular supervision and training as appropriate.
* To undertake administrative and organisational duties involved in the effective and efficient running of the project.
* To assist in the efficient and effective running of the project as determined by the Project Manager

#### Confidentiality

* Information relating to users must be treated in the strictest confidence and discussed only within the project with the appropriate members of staff or with named assessor/care co-ordinator.
* Information relating to staff must be treated in the strictest confidence and discussed only with other senior staff or line manager.

This list is not exhaustive and amendments and additions may be required in line with future policy changes.

#### Equal Opportunities Statement

We acknowledge the unique contribution that all Together employees and service users can bring to the work of the projects and the organisation in terms of their culture, race, gender, sexual orientation, gender reassignment, marital status, nationality, age, religion or belief and any physical disability or history of mental health or additional problems.

All appointments and promotions are based on merit and no job applicant or employee will be treated unfairly or discriminated against. All staff have equal access to staff development.

Full details may be found in the Human Resources Policy and Procedure Manual. Any member of staff who breaches this policy may be subject of grievance and/or disciplinary procedures.

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# Volunteer and Employment Co-ordinator

# Person Specification

In addressing each of these criteria, candidates must evidence their statements - it is not sufficient to state that you possess the competence

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|  | **Short-listing criteria** | **Essential** | **Desirable** |
| 1 | Ability to assist individuals to engage in development activities. | ✓ |  |
| 2 | A minimum of one year’s experience of mental health work and of implementing user involvement in a service. | ✓ |  |
| 3 | An understanding of health and safety principles and practice. | ✓ |  |
| 4 | Evidence of leadership and supervisory skills. | ✓ |  |
| 5 | Ability to work flexibly | ✓ |  |
| 6 | Communication skills | ✓ |  |
| 7 | A commitment to promoting user choice | ✓ |  |
| 8 | An understanding of the needs and experiences of people with serious mental health problems | ✓ |  |
| 9 | Ability to establish and maintain productive links with employers and training providers. | ✓ |  |
| 10 | An understanding of care planning |  | ✓ |
| 11 | An understanding of discrimination and its effects |  | ✓ |
| 12 | An understanding of team work |  | ✓ |
| 13 | An understanding of the value and potential of work in the lives of people with serious mental health problems. | ✓ |  |
| 14 | Basic computer literacy. | ✓ |  |
| 15 | Evidence of willingness to engage in training and learning |  | ✓ |
| 16 | Ability to recruit Volunteers from the local community using a range of resources |  |  |
| 17 | Ability to train individuals and groups to promote confidence in work related activity, both Voluntary and paid. | ✓ |  |

Where candidates lack the competencies identified as ‘desirable’ in the Person Specification, they will be required to address these as a priority if appointed to the post.