

## Appendix A

Job Description		
<b>Job title:</b>	Volunteer Coordinator 1 year fixed contract Secondment opportunity available	
<b>Contracting Council:</b>	East Lindsey District Council	
<b>Service/ Function:</b>	Community Leadership	
<b>Grade and Salary:</b>	Grade 5 (£27,334 - £32,076)	
<b>Hours:</b>	37 hours – will involve some weekend and evening work	
<b>Reports to:</b>	Community Leadership Manager	
<b>Liaison with:</b> (e.g. Officers, Councillors, Town and Parish Councils, Partners)	Officers within the Community Leadership team, other teams across the South and East Lincolnshire Councils Partnership. Liaison with Lincolnshire Community and Voluntary Service, wider partners, stakeholders, community groups and members of the public.	
<b>Resource Accountability</b>	<b>Financial</b>	N/A
	<b>Direct Reports</b>	N/A
	<b>Physical and Information</b>	N/A
Purpose of the job		
<p>South and East Lincolnshire Councils Partnership recognises the value of volunteering and the contribution volunteers make to our strategic vision, whilst also recognising the opportunity volunteering provides to engage and connect people from the local and wider community.</p> <p>The volunteering coordinator will coordinate and manage all aspects of our volunteer programme. With overall responsibility for the development of the programme you will work closely with all departments across the Partnership ensuring that the programme ensuring a rewarding and high quality experience for potential volunteers.</p> <p>You will explore and develop partnerships with local communities deliver a programme to improve inclusivity and diversity that will enable us to reach and involve more people and drive forward positive change.</p> <p>You will be responsible for ensuring the development of a meaningful volunteer programme that not only raises the organisation aims and objectives, but also is meaningful and impactful for volunteers, ensuring ongoing training and skill development for the volunteers, by linking with relevant departments.</p>		
Key accountabilities (include responsibility for service users)		
<p><u>Key Tasks</u></p> <ul style="list-style-type: none"> <li>• Develop and manage a volunteer programme including recruitment, interviewing candidates and matching them with the appropriate roles.</li> <li>• Promote volunteering opportunities via community events, workshops and local networks</li> <li>• Work with internal departments to identify volunteering opportunities and develop a programme of volunteering activities with the South and East Lincolnshire Councils Partnership.</li> <li>• Ensure Health and Safety and Safeguarding training is completed and refreshed by volunteers when necessary</li> </ul>		

- Provide a level of supervision and be the main point of contact for all volunteers
- Develop and deliver volunteer induction and training in partnership with relevant departments.
- Raise public awareness of the volunteering opportunities and benefit of volunteering.
- Develop a suitable monitoring and evaluation process for reporting outcomes
- Provide case studies demonstrating benefit of volunteering
- Seek regular feedback from volunteers to help understand and review their experience, to develop and improve the programme.

### Knowledge and Skills (include interpersonal/ communication skills and physical and mental skills)

#### Essential:

- Strong communications skills – both written and verbal
- Excellent organisation skills
- Ability to motivate and inspire
- Experience of networking and building and maintaining effective relationships
- Knowledge and understanding of the local community
- Experience of engagement with diverse communities
- Good understanding of health and safety principles

#### Desirable:

- Experience in the volunteer sector
- Experience recruiting volunteers
- Project management experience
- Good knowledge of safeguarding

### Educations/ Qualification

#### Essential:

- 5 GCSEs Grades A-C or equivalent
- NVQ Level 3 qualification or equivalent
- Driving licence

The post holder will be committed to undertaking ongoing training and development, as required, to expand their skills base.

### Physical/ Mental/ Emotional Demands

- Ability to assess new situations, identify risks and react appropriately
- The post holder will need to be comfortable working within the community, this may include outside work in inclement weather

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**Working Conditions**

The post holder may be required to work with communities sometimes outside normal office hours, including weekends.

The post holder must be physically capable of working outside, will have a flexible approach to work and be willing to attend evening and weekend meetings if required.

Occasional confrontational situations and negative people related behaviours.

**General**

The job description is intended to serve as an indication of the character and general level of the post. They activities are not in order of priority and they should not be considered as final or exclusive. The list may be changed depending on the operational circumstances of the Councils.

As an employee of East Lindsey District Council you must comply with the Health and Safety policies and attend the compulsory Health & Safety training as and when requested.

You will be required to undertake any necessary training to enable you to perform your duties effectively.

There will be multiple policies and guidance you must adhere too as part of your employment contract.

Post holder will be subject to a full DBS check.

Job description created/ updated by		
<b>Job description created/ updated by</b>	Name: Nichola Holderness Community Leadership Manager	Date:  10.02.2024
<b>Job description agreed by</b>	Post Holder: Emily Spicer Assistant Director Wellbeing and Community Leadership	Date:  10.02.2024