

JOB DESCRIPTION

Accountable to: Line Manager, appointed by the Trustees and responsible to the Management Committee. The Line Manager is responsible for providing induction, regular supervision and support, continuing training opportunities, appraisal and review.

Responsible for: The recruitment and retention of Volunteers for various volunteering roles across Bassetlaw Action Centre, Bassetlaw Citizens Advice and Aurora. This role is to be carried out in an efficient and accurate manner and to ensure the organisations are portrayed in an efficient and professional manner.

MAIN TASKS

1. Volunteer recruitment to include identifying role, advertising, promotion, selection, induction (to each organisation and the role) and training.
2. To ensure the systems are in place for all administration, record keeping and reporting that is required to support the work.
3. To assist with volunteer recruitment with other staff members across the three organisations and liaising closely with organisations' site managers.
- 4.. To attend meetings/lunch clubs/community groups etc. to promote the services of the three organisations and promote volunteering.
5. To plan and coordinate a range of opportunities to promote volunteering.
6. To liaise with a range of partners to promote volunteering
7. To liaise with staff in relation to volunteers/volunteering opportunities.
8. To attend and contribute to supervision sessions.
9. To ensure that monitoring systems are maintained
10. To ensure monitoring statistics are provided for funders
11. To contribute to reporting systems in relation to the scheme
12. To work as part of a small team to ensure all aspects of the work are covered professionally.
13. To ensure that a professional and productive working environment is maintained.
14. To ensure a high degree of accuracy is maintained.
15. Any other reasonable duties requested by the Line Manager(s).

PERSON SPECIFICATION

ESSENTIAL EXPERIENCE AND QUALITIES

- 1 Evidence of ability to build positive working relationships with staff and volunteers – in particular potential volunteers.
- 2 Knowledge and experience of Bassetlaw Action Centre's, Citizens Advice's and Aurora's work streams.
- 3 Evidence of ability to carry out administrative tasks
- 4 Have good telephone manner.
- 5 Ability to work under pressure.
- 6 Having an approachable manner.
- 7 Clear understanding of Equal Opportunities policy and practice and a commitment to implementation.
- 8 Highly developed interpersonal skills
- 9 Excellent written and oral communication skills.
- 10 Relevant knowledge and experience of voluntary sector in Bassetlaw
- 11 Proven administrative ability.
- 12 Excellent IT skills
- 13 Marketing skills/experience
- 14 Experience of working without supervision
- 15 Experience of project delivery