



JOB DESCRIPTION

TITLE OF JOB: Volunteer Co-ordinator

SERVICE/PROJECT: Food Access & Support

REFERENCE NO: FASW2021VC

CLOSING DATE FOR APPLICATIONS: 26th April 2021

INTERVIEW DATE: Week commencing 3rd May 2021

HOURS PER WEEK: 15

TEMPORARY/PERMANENT: Temporary – Until May 2022

BAND 2, NJC POINT 8, SALARY £19,777 pro rata, paid monthly by Automated Credit Transfer on 25th of each month

HOLIDAY ENTITLEMENT: 27 days pro rata per annum, plus 3 extra days at Christmas and the usual statutory holidays

ACCOUNTABLE TO: Older Peoples Services Manager/Contracts Manager

LINE MANAGED BY: Food Access Support Worker

RESPONSIBLE FOR:

- Working with our Food Access Support Worker to develop volunteer roles
- Interview, recruit and train volunteers and ensure they are appropriately matched for their role
- Ensuring there is appropriate support and training for volunteers.
- Select volunteers for the right roles and match them to the right people.

For an informal chat about the job, please ring Sue Game, Older Peoples Services Manager on 07464541463

This post is exempt from the Rehabilitation of Offenders Act (1974) and the successful applicant will be subject to an Enhanced Disclosure & Barring Service (DBS) check.

BACKGROUND AND AIMS OF SERVICE

Impact Initiatives provide services across Sussex which support health and wellbeing and which help Sussex people live healthy and fulfilling lives. We strive to make tomorrow a better day.

Our support for people to access food developed through our work with Brighton and Hove City Council as part of our response to Covid 19. This linked into our provision of a single point of contact (SPOC) for our Ageing Well* service and support we provide for older people around nutrition and eating well.

We developed this further to provide a service for people of all ages who are facing challenges in accessing nutritious food. The service works with individuals to find the right solution for them which includes support to set up online shopping or building confidence in using public transport or supermarket shopping or finding local delivery options. Whilst working with people aged 18+ this service will work closely with the Ageing Well Team and SPOC

The Ageing Well Service commissioned by Brighton and Hove City Council and the CCG provides coordinated services and events across the City. These services are easy to access, reduce loneliness and social isolation and ensure older people in Brighton and Hove maintain and improve their health and wellbeing. It aims to fill current gaps, provide a combination of group and one-to-one activities across all areas of the City and will make Brighton and Hove the go to place for excellence in preventative services for older people

Starting on April 1st 2019 our aim was to make Ageing Well a national beacon of good practice. Ageing Well will ensure that no older person in Brighton and Hove is involuntarily socially isolated

MAIN TASKS

1. To recruit, train, support and manage the volunteers within the service.
2. To maintain databases and undertake any other administrative duties
3. To encourage people to volunteer through a variety of local marketing and promotional approaches, including social media.
4. To provide volunteers with monthly supervision
5. To provide advice and guidance to volunteers (with support from the wider team) and highlight safeguarding concerns as appropriate
6. To be responsible for co-ordinating volunteer applications, conducting initial meetings, obtaining references and DBS checks as appropriate

7. Gather volunteer feedback and take appropriate steps for service improvement.
8. Coordinating and collecting agreed information ready for reporting

GENERAL

- To work within the organisational policies and procedures.
- To attend regular supervision sessions and meetings as required by the Service Manager. To attend regular team and partnership meetings and monthly 'all projects' meetings. To attend Impact conferences as required. To attend training events as relevant to your service area.
- To be aware of the needs of other workers, paid or unpaid, and contribute positively to a supportive working environment.
- To comply with and implement Impact Initiatives Equalities and Diversity policy and any specific policies and procedures designed to promote and monitor equalities.
- To comply with and implement Impact Initiatives Health and Safety Policy and Procedure relating to the specific activities on which you are employed. Generally to take reasonable care for health and safety of all those affected by this work.
- To undertake any other duties, as appropriate to the character of this work and as requested by the Service Manager, as reasonably required.

PERSON SPECIFICATION

Job Title: Volunteer Coordinator

Skills and Abilities	Essential	Desirable
Proven ability to communicate clearly in a professional but friendly manner	✓	
Proven ability and experience of managing own time, workload and priorities and be a strong team member	✓	
A high level of enthusiasm, vision and commitment to helping people live healthy and fulfilling lives.	✓	
Experience of handling sensitive & confidential information	✓	
Skills to bring a problem solving approach and be innovative in finding solutions	✓	
Experience of organising and sharing information relevant to individuals, groups and organisations	✓	
Ability to maintain administrative, monitoring and evaluation systems	✓	
Ability to assess and identify organisational and individual needs	✓	
Experience of recruitment, support and management of volunteers	✓	
Knowledge/Experience		
An understanding of ageing, disability and long term health conditions and the issues these can bring	✓	
An understanding of equalities and safeguarding principles and policies	✓	
An understanding of how different organisations work with a range of people	✓	
An understanding and knowledge of services and activities available for people in Brighton and Hove		✓