**JOB DESCRIPTION**

**Volunteer Co-ordinator (Community Responder Project)**

Part Time (28 hours p/w), 28 days per year (incl. public holidays)

Salary: £20,486 (3% Pension Contribution)

Some weekend working required

**Duration**:Post will initially be on a one-year fixed contract basis, subject to ongoing review.

**Location:** VASLan operate a hybrid working model, the post will be equipped to work remotely (Home Based) or within VASLan’s office base in Hamilton.

**Accountable to:** Development Lead

**Organisational Profile:** VASLan is South Lanarkshire’s Third Sector Interface (TSI). A Third Sector Interface are required by the Scottish Government to operate across four key areas of activity: These key areas fall under the following

*Central Source of Knowledge*

About the Third Sector locally. Local and national policy and how it might affect local Third Sector, Communities, and citizens, and how the Third Sector can contribute to those agendas.

*Voice*

Ensuring a strong Third Sector voice at a strategic level within local planning structures and nationally.

*Build capacity*

Developing the capacity of volunteering, community groups, voluntary organisations, and social enterprise to achieve positive change.

*Connect*

Providing leadership, vision and coordination to the local Third Sector to better respond to local priorities, including through partnership and collaboration

**Job Purpose:**

To support the delivery of VASLan’s mission ‘To shape, strengthen and serve a strong, vibrant, empowered and inclusive volunteering community and voluntary sector in South Lanarkshire’.

To achieve this the post holder will work as a member of the Development staff within the Third Sector Interface (TSI) and as part of the operational delivery team.

The post holder will hold a key role in the development of a new support services targeted at supporting patients to return home from hospital. This provision would see the TSI build and support a bank of volunteers to actively support hospital discharge in a range of areas, including, but not limited to.

Driving, Food Shopping, Prescription Collection, Wellbeing Checks, Telephone Befriending, and Dog Walking.

The proposed support personnel will be responsible for engaging and liaising with the hospital discharge teams and registered care at home services in determining the support request, timescales, and availability of volunteers to support the request. Client specific information will be captured and logged on the VASLan internal CRM system.

Support the further development of volunteer training and links to supporting community-based organisations.

Liaise with the administration team to support the management of internal and external events as appropriate.

In addition, the post holder will be expected to attend seminars and networking events and to present to external bodies on a range of related topics.

**Focussed Responsibilities:**

Being the Initial point of contact for support and signposting in all matters related to:

* + The support of individuals into relevent volunteering
	+ Supporting, establishing, and recording PVG for all volunteers who engage with the provision.
	+ Provide a continuous review of volunteering, making better use of on-line resources and developing and strenthening VASLan links with volunteers and voluntary organisations.
	+ The promotion of volunteering to the wider community and partners.
	+ In conjunction with the volunteer development officer support the development of the ‘Bridge to Volunteering’ training.
	+ Promotion to voluntary organisations of Volunteer Friendly and provision of support to achieve this standard.
	+ Improve and promote the use of on-line support services, via a web based tool-kit.
	+ In support of our mission, represent Voluntary Action South Lanarkshire and as required the Third Sector at a local and National level.
	+ Ensuring workload is linked to local and as appropriate National agenda areas as agreed with partner organisations.
	+ To perform other similar and appropriate duties as required.

**Training Delivery:**

* Support the development of targted training packages for volunteers and organisations to ensure safe practice.
* Ensuring that internal and externally delivered training is assessed and reviewed to provide a quality service to those attending.

**Consultation:**

* Consult on key areas as agreed with Third Sector and Statutory partners.
* Contribute towards strategic input to collaborative and national/local groups as appropriate.

**Monitoring & Reporting:**

* Ensure the CRM system (EPI) is updated with all relevent interactions.

**Communication:**

* Take personal and shared responsibility in communication internally and externally with Third Sector organisation and partners of VASLan.
* Provide appropriate input to regular newsletter and media updates.

**Performance:**

* Review and agree a programme of personal and professional development designed to enhance your skills and those of VASLan.

**Other Duties:**

* This job description is a broad picture of the post at the date of preparation. Post Holders may be required to carry out additional duties which are necessary to fulfil the purpose of the job, and to respond positively to changing business needs.

**Person Specification**

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| **Person Specification** | **Essential** | **Desirable** |
| Qualifications/ experience | Experience of working directly with potential volunteers and supporting them into suitable volunteering roles.Up to date knowledge and experience of Volunteering locally and Nationally and an ability to disseminate relevant information to a local audience.Knowledge or experience of community-based support services.Experience in the promotion of the benefits of volunteering and volunteer recognition to a diverse audienceExperience of working directly with emerging and established Third Sector organisations, specifically around Volunteer recruitment and supporting good volunteering practice.Experience of project management at a delivery level.Experience of developing Resources across multiple platforms that support Third Sector and community groups.Experience of identifying resources across multiple platforms that support volunteer and organisational training. | Project management qualification.Train the Trainer qualification. |
| Knowledge | Good knowledge of Microsoft products. Knowledge of local Third Sector organisations.Knowledge of volunteering development and volunteer recognition. | Knowledge of working with databasesWillingness to undertake personal development plan and training |
| Skills and abilities | Good written and verbal communication skillsThe ability to work as part of a teamAble to communicate and present information in a clear and concise manner and pass on information accurately and efficiently.Ability to communicate with people from different backgrounds and abilities with respect and patience. Good literacy, numeracy and presentational skillsAble to travel independently across the South Lanarkshire area. | Ability to work on own initiative |
| Other | Open minded and non-judgementalGood timekeeping and willingness to work flexibly. |  |