VOLUNTEER CO-ORDINATOR

Reference No.	I509.01	Type	Individual
Service	Communities and Neighbourhoods		
Job Family	Professional 1	Grade	FC7

Purpose

To lead on the recruitment, retention and training of volunteers to support the activity primarily through the Community Development Teams. This will be done through the development and promotion of volunteers and volunteering opportunities, focusing on raising the skills and confidence of volunteers and volunteer Link Workers.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Leading on the planning, delivery and review of an effective volunteer programme for volunteers, registered with the Council's Communities and Neighbourhoods Service, in line with the requirements of the Council Volunteer Policy.	Educated to SCQF Level 8, which includes HND level or SVQ level 4 or equivalent, in a relevant discipline such as, but not restricted to, Community Learning & Development, Adult Education and Guidance, Customer Service, Teaching (FE)	✓	
Developing and implementing a recruitment strategy for volunteers, targeting young people and adults who are unlikely to take part in other volunteer opportunities and who can use their volunteer experience to support their own journey into employment.	Experience of engaging with disadvantaged groups (Work together – See 'How We Work Matters' Framework)	✓	
	Experience of engaging with local people and communities (Deliver results)	✓	
	Experience of community profiling	✓	

E = Essential Criteria   D = Desirable Criteria

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Identifying and coordinating the training needs of all staff and volunteers involved with the Communities and Neighbourhoods Service, with a focus on those placed within the Community Development teams.	Experience of developing and delivering training programmes to staff and volunteers (Take ownership)	✓	
Developing, delivering and reviewing a relevant training programme in response to identified training needs of volunteers, and staff supporting volunteers.			
Working in partnership with the area Community Development teams, and other agencies, providing opportunities for personal learning and development of volunteers, and those interested in volunteering.	Ability to provide a regular and effective service	✓	
Supporting the work of the area CLD welfare support staff by assisting with the recruitment and retaining of Digital Champion volunteers.	IT Skills (Embrace technology and information)	✓	
Collating and submitting evaluation information and participant impact statements as required by the CLD Service Quality Improvement Framework, demonstrating the effectiveness of the programme against the stated outcomes.	Experience of recording and analysing impact of programme activity (Focus on customers) Report writing skills	✓ ✓	
Managing and reporting on a development budget and undertaking cash handling duties including administering volunteer expenses in line with Fife Council policy.	Experience of budget managing and reporting	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

E = Essential Criteria   D = Desirable Criteria

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	**Person Specification: Skills, Knowledge, Qualifications or Experience -** Criteria can apply to more than one task or responsibility	**E**	**D**

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children ☐	PVG Protected Adults ☒	PVG Both ☐	None ☐
	Basic Disclosure ☐	Standard Disclosure ☐	Enhanced Disclosure ☐	

Additional Information – the following information is available:

- Skills Framework (if applicable)

- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership

- Focus on Customers

- Work Together

- Embrace Technology & Information

- Deliver Results

E = Essential Criteria   D = Desirable Criteria