

WORTHING COUNCIL FOR VOLUNTARY SERVICE

JOB DESCRIPTION

Job Title: Volunteer Centre Organiser

Salary/grade: SCP 26 £22,221 (37 hrs)

£10,210 Pro rata

Hours: 17

Reporting to: Chief Officer

Objectives of the post

- To provide a brokerage service for Worthing, publicising volunteering and matching individuals and groups interested in volunteering with appropriate opportunities in the community, liaising with volunteer involving organisations in the voluntary, community, public and private sectors.
- To work creatively to develop and follow-up on volunteer opportunities and ensure equality of opportunity in all volunteering, having regard for people who face additional barriers to inclusion or who have additional support needs.
- To maintain computerised recording, monitoring and database information to account for and report on the progress of the work.

Duties

1. Obtain, collate and publicise details of volunteer opportunities from volunteer involving organisations and produce a list of volunteering opportunities.
2. Promote the Volunteer Opportunities List to potential volunteers ensuring that copies are regularly available at Worthing Job Centre, Town Hall, Library, Community Centres, Hospital waiting areas, and in the reception areas of voluntary organisations and other public places ensuring that every opportunity for circulating the list is taken.
3. Make the Volunteer Opportunities list available electronically ensuring that key partners have a copy, and providing updated versions for the website and for circulation.
4. Upload volunteer opportunities to the Do It website and statistics to VBase and produce reports from this as required.
5. Meet with, advise and interview prospective volunteers providing them with information about volunteer opportunities and obtaining from them completed application forms and details of their requirements.
6. Make referrals of volunteers to volunteer involving organisations informing them that the volunteer is interested in the vacancy and wishes to be seen for an interview; keep full records of all referrals made.
7. Follow-up all referrals within one month of making them, obtain details of the outcome of the referral and record this ready for compiling into reports.
8. Carry out follow-up surveys to identify outcomes (i.e. length of placement, success of placement, failure to attend interview, etc) and plan strategy and action to address any issues arising. Keep records of these cases and the action taken.
9. Produce brief articles (at least twice per year) for the Volunteer Centre pages in the WCVS newsletter (which will also appear on the website)
10. Provide information about volunteering to other agencies and organisations (including making visits and giving talks) ensuring that they have copies of the Volunteer Centre leaflets and the WCVS newsletter.

11. Maintain the Volunteer Centre exhibition materials and assemble this as required at public events throughout the year being in attendance at each event (e.g. Volunteers Week, Charity Fairs etc)
12. Ensure that all relevant registration and application forms are up to date and available for uploading to the website and that links are provided to key partners (for inclusion on their websites).
13. Ensure that details of all key dates and events at which the Volunteer Centre will be present are available for uploading to the website and for the newsletter (e.g. Volunteers Week)
14. Participate in the conduct of annual surveys among service users (both volunteers and organisations) to obtain evaluative information about the service.
15. Supervise and support any volunteers working directly with the Volunteer Centre in accordance with WCVS Volunteer Policy.
16. Record the following data for compilation into reports for the Chief Officer, committees and for sharing with partners:
 - The number of enquiries from prospective volunteers
 - Number of interviews of prospective volunteers carried out
 - Number of referrals made to volunteer involving organisations
 - Number of volunteers placed with volunteer involving organisations
 - Number of volunteers placed who have special/additional support needs
 - Hours of volunteering undertaken by volunteers (estimated from sample surveys)
 - Satisfaction of potential volunteers with the service provided (estimated from sample surveys)
 - Satisfaction of volunteer involving organisations with volunteers placed (estimated from sample surveys)
 - New volunteering opportunities recorded
17. Attend quarterly meetings of the Volunteer Centre sub committee, compile and circulate agenda's and minutes and attend the meetings of the sub committee.
18. Attend and report to at least two meetings per year of the Board of WCVS.
19. Attend regular supervision and support meetings with the Chief Officer of WCVS.
20. Attend WCVS staff team meetings and the Annual General Meeting of the WCVS.
21. Attend periodically meetings with the network of Volunteer Centre colleagues in West Sussex.
22. Support and participate as part of the WCVS staff team in other events or activities as required by the Chief Officer.
23. Keep abreast of developments and requirements of Volunteering England in particular accreditation, training and research findings and advise the Chief Officer and committees as appropriate.
24. Uphold and adhere to all the policies and procedures of WCVS in particular the Confidentiality, Equal Opportunities and Health & Safety procedures.