

Worthing Council for Voluntary Service
Person Specification for Volunteer Centre Organiser (Jan 2010)

	Essential	Desirable	Demonstrated in Application Interview or both
Experience & Knowledge			
Minimum of 1 year experience working with volunteers within the voluntary and community sector	X		A&I
Experience of co-ordinating, supporting or supervising volunteers		X	A&I
Experience of interviewing people and obtaining information about their requirements/ambitions/background and personal data	X		A&I
Experience of publicising and presenting information to other organisations/audiences (including giving presentations, talks etc)		X	A&I
Understanding of good practice in volunteering and how to retain volunteers		X	A&I
Skills			
Sound written and verbal communication and interpersonal skills in order to interact effectively with the prospective volunteers, members of the public and a range of volunteer involving organisations.	X		A&I
Good working knowledge of Word, Excel, Power Point, (with experience of data processing, report writing, presentations' using databases and producing statistical information)	X		A&I
Able to prioritise and manage a diverse workload, meetings deadlines and planning ahead.	X		A&I
Demonstrable ability to organise and present information clearly, concisely and accurately	X		A&I
Good literacy and numeracy skills		X	A&I
Car driver		X	A
Qualities			
Patient, friendly, polite and approachable.	X		I
Organised and methodical		X	A& I
Able to use initiative calmly to respond to unexpected situations e.g find an alternative solution to a problem	X		I
Confident enough to work without constant supervision but able to work as part of a team	X		A& I
Understanding of social exclusion and committed to equal opportunities and challenging discrimination	X		I
Flexible in working practices		X	I
Good sense of humour		X	I

**VOLUNTEER CENTRE ORGANISER
BACKGROUND INFORMATION**

WCVS is a voluntary sector infrastructure organisation providing a wide range of services to and with voluntary, community, public and private sectors. The mission of WCVS is to support and promote a thriving, effective and influential voluntary and community sector.

Worthing Volunteer Centre is part of Worthing Council for Voluntary Service (WCVS) and offers a 'brokerage' service for the recruitment and retention of volunteers.

We collect and promote the volunteering opportunities of volunteer involving organisations, bringing them together in a single list which is currently published twice per year (with various updates). The list has over 500 opportunities in it, is available electronically and is circulated and publicised. We invite prospective volunteers to meet with us and we interview and refer them to the organisations that seek them. Many people seeking volunteer opportunities wish to discuss the options and expectations before making an approach to an organisation. We also seek to create new opportunities for people with additional support needs and groups of employees from local companies to find suitable projects. We provide support for local voluntary and community organisations on policies for good practice in working with volunteers and advice around supporting their own volunteer co-ordinators or managers. WCVS also provide training courses and other events tailored to meet voluntary and community sector needs.

There is a constant need for volunteers in Worthing and research carried out here in 2006 indicated that there are over 900 voluntary groups and activities in the town many of them very well established, ranging from very small volunteer-led groups to very large charities that have substantial teams of staff and volunteers working every day of the week. The voluntary and community sector in the town covers many age groups and activities offering dynamic support addressing various needs and issues in the community. The research suggests that there may be as many as 26,000 volunteers in Worthing and this may help to explain why Worthing has a reputation as being a 'caring town'.

The Volunteer Centre is accredited by Volunteering England (VE) and we liaise with VE on matters concerning accreditation, monitoring and training. In addition to local promotion of volunteering, volunteer opportunities in Worthing can also be viewed on the national Do It website which are uploaded by us.

We have developed outreach sessions taking the Volunteer Centre to different locations around the town including Worthing Library and the Job Centre and this has been a successful way of making the services of the Volunteer Centre more accessible and visible to the wider public.

WCVS is working with colleagues from six other Councils for Voluntary Service who manage Volunteer Centres to enhance the new county-wide volunteering service which has a central hub offering support on monitoring, funding, marketing, campaigning, training and best practice. The hub operates from Crawley with a work programme agreed by a Steering Committee which includes representatives from each CVS. The hub will be collecting information from each Volunteer Centre and reporting the progress back to the Public Service Board who are supporting the development of county-wide working.