Date as postmark

Dear Applicant

**Volunteer Coordinator**

Thank you for your interest in the above position. Please find enclosed: -

• Job Description

• Person Specification

• Basic Terms of Employment

• Equal Opportunities Monitoring Form

• Your Application and our Recruitment Process

• Application Form

Please read these papers carefully before you complete the application form, as short-listing will be based on the information you provide. Please do not submit a CV as a substitute for completing the application form.

We welcome applications from all sections of the community and have a Equality, Diversity & Inclusion Policy.

If you require the advert or application pack in any other format, please contact us.

As users of the disability confident scheme, we guarantee to consider all disabled applicants who meet the minimum criteria for vacancies.

Please return your completed application form to the address below.

Yours faithfully

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Carol Rodmell

Deputy Chief Executive

Enc.

Age UK Calderdale & Kirklees

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**Job Description & Personal Specification**

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| --- | --- |
| **POST:** | Volunteer Coordinator |
| **SALARY:** | £ 12.59 per hour |
| **HOURS:** | 22.5 hours per week – fixed term contract 20 months |
| **LOCATION:** | Sundale House, Bradley |
| **ACCOUNTABLE TO:** | Chief Executive |
| **RESPONSIBLE FOR:** | Volunteers |

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| **AGE UK PRINCIPLES:** |
| The most valuable asset to Age UK Calderdale & Kirklees are the people involved with the charity. Our approach to recruitment and selection of employees reflects the importance of people to us, the values and the organisation of the charity including:   * To be client centred. * Deliver services with compassion. * Value staff and volunteers. * Be inclusive and embrace equality and diversity. * Develop trust in our services. * Everybody working together to achieve the same objectives.   As a Disability Confident Employer, we are committed to attracting and recruiting people with a disability. Through the Disability Confident scheme, we are challenging attitudes towards disability, increasing understanding of disability, removing barriers to disabled people and those with long term conditions so that all can reach their full potential and realise their aspirations. |
| **ORGANISATIONAL EXPECTATIONS:** |
| Age UK Calderdale & Kirklees works in a variety of roles, many of which are based in differing geographical areas of our region.  In order that we can be most effective in the provision and delivery of services and projects to the older people of Calderdale & Kirklees you will need to work as part of a team. You will contribute to and share in the work of the organisation while maintaining an awareness of the political and social environment in which we work.  You will be expected to develop good working relationships with other Age UK Calderdale & Kirklees’ staff and relevant external organisations as appropriate to your role.  You will adhere to all roles and responsibilities in line with Age UK Calderdale & Kirklees’ policies and procedures and all legislative requirements.  You will be expected to undertake any other activity requested by your Line Manager(s) that is appropriate to the experience and level of responsibility of the post holder, and to promote the work of Age UK Calderdale & Kirklees whenever possible. |
| **OUTLINE OF POST:** |
| The post-holder will be responsible for recruiting and developing volunteer engagement and involvement and integrating the volunteers across the whole organisation.  This will entail the recruitment and line management of volunteers, alongside the development of staff capabilities and capacity to collaborate effectively with personnel across the organisation. To ensure the relevant training is provided and to carry out supervisions and appraisals. To attend events and promote volunteer recruitment and our services. |
| **MAIN TASKS:** |
| * 1. Support volunteers, monitor performance and ensure successful communication across the whole organisation.   2. Manage the befriending project volunteers to ensure they meet the objective’s set.   3. Recruit as necessary within the funding boundaries to ensure projects’ success.   4. Always represent the organisation in a professional manner.   5. Act as an ambassador for Age UK Calderdale & Kirklees at events to promote and recruit volunteers.   6. Arrange team meetings and events to ensure good communications with volunteers.   7. All aspects of Health & Safety; including risk assessing all activities for volunteers.   The above duties are indicative of the requirements of the post at the time of recruitment. You will be expected to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which Age UK Calderdale & Kirklees operates.  **Please note** this job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible approach to the tasks, which may be varied from time-to-time following discussion with line management. Any variations will be subject to the operational requirements and will be in keeping with the general profile of the post. |

Age UK Calderdale & Kirklees

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**Volunteer Coordinator**

**Person Specification**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Good level of general education. | X |  |
| Willingness to undertake job specific training. | X |  |
| Experience of recruiting and managing volunteers. |  | X |
| Demonstrate understanding and commitment to equal opportunity, diversity, and inclusivity. | X |  |
| Experience of building successful  working relationships with different  partners/community organisations/ businesses. | X |  |
| Experience of producing clear and precise reports. | X |  |
| To be comfortable speaking publicly if required to do so to promote our services at meetings and events. | X |  |
| Experience of managing projects and  leading a team and individuals. |  | X |
| Excellent persuasive, influencing and  negotiation skills. |  | X |
| Knowledge of existing Age UK CK services and the impact they have. | X |  |
| Knowledge of the barriers experienced by potential volunteer and client groups. | X |  |
| Competent with IT. | X |  |
| Good communication skills. | X |  |
| Excellent people skills. | X |  |

