



CLEAR Buckhaven

Job Description

Hub & Volunteer Manager

CLEAR is an active, well-regarded and innovative community organisation operating from 2007 using environmental action and volunteering as a means of regeneration in the deprived community of Buckhaven and Methil.

Summary

The CLEAR Hub & Volunteer Manager carries responsibility for managing administrative and IT support for CLEAR based at the 36 College Street Hub, for supporting and developing the volunteer and placement pool to expand our capacity, for promoting membership and business links and for efficient management of the Hub itself, including direct supervision of any indoor staff or volunteers. The HVM will need to be flexible and constructive in dealings and to use their initiative to develop the role and be able to co-operate well with others as part of a small staff and volunteers team.

The range of tasks/responsibilities includes the following. :

A. Volunteer Support and Development

1. Receive and follow-up contacts from prospective volunteers, placements, work experience trainees etc. Arrange volunteer screening/registration, deployment and retention to participate in CLEAR activities (outdoors and indoors); linking new volunteers to relevant workers for support with other CLEAR volunteering opportunities ensuring they are assigned to perform, ideally according to their individual interests and capabilities.
2. Develop community participation and support for CLEAR including; introducing and formalising annual membership, encouraging local residents to become involved including in governance; explore practical ways to develop business or other corporate links.
3. Promote volunteering and increase volunteer numbers through: regularly advertise opportunities on social media, other channels (CLEAR, others), liaise with other organisations and groups able to refer volunteers, encourage placements, corporate volunteering, etc; participate in relevant external meetings or fora; liaise with staff who will deal with disclosures; identify and arrange training opportunities for volunteers (and staff in relation to volunteers).
4. Take the lead in addressing any problems which arise with volunteers and, in conjunction with relevant staff, resolve them.
5. Maintain volunteer contact details, participation, and other relevant information needed for CLEAR's own regular use or for passing to staff or reporting to funders.

B. Information Management, Administration and IT

6. Manage simple administrative systems supporting CLEAR's operations including HR (staff contracts, leave, attendance; volunteers' attendance, other details); finance (petty cash, income and expenditure related to CLEAR cost centres/enterprises including the Hub) and produce regular summaries of status and taking necessary action.

7. Develop IT systems and ensure these are maintained and well used (hardware and software) appropriate to CLEAR's need to maximise efficiency and simplify operation; assist and train staff in using IT systems.
8. Where required to take minutes/actions at staff meetings
9. To participate actively in enhancing CLEAR's communication using various channels (web, social media etc); including enhancing CLEAR's profile in relation with channels run by others. To contribute to developing funding applications (and reports)

C. Hub Management

10. Ensure adequate cover for the CLEAR Hub in College Street for agreed opening days/times by volunteers and staff.
11. Ensure a friendly reception for customers, visitors, interested volunteers and that the Hub offers a constructive and productive environment for all using the premises.
12. Ensure office facilities and equipment are functioning efficiently, with adequate security, tidiness and cleanliness (including outbuildings); necessary office and other supplies (stationery, refreshments, cleaning etc).
13. Supervise and provide guidance to any younger staff or volunteers working in the Hub and manage arrangements for Community Jobs Scotland and similar schemes

D. Other

14. Work constructively with other staff as well as volunteers, and participate in occasional Steering or other meetings.
15. Fulfil any other task that ensures the smooth running of the organisation or to solve problems which arise.

Reporting and Working Relations

The Hub & Volunteer Manager will report to the Project Manager. S/he will liaise closely with workers and volunteers and, if necessary, act as supervisor to trainees or work placements.

Working Hours

The H&VM is expected to serve for up to a maximum of 22 hours per week (or as little as 18 hours – certain hours can be negotiated outwith core times). This will generally comprise three working days (approximately 9.30-4 = 18 hours Tuesday-Thursday, excluding a half hour lunch break, with the additional 4 hours taken at other times, if agreed. Work may occasionally be required at weekends or evening sessions, this can be taken off in lieu at quieter periods during weekdays. Some adjustment of hours is required around major holidays such as Christmas and New Year.

Proposed Remuneration

The post is essentially part-time and requires presence for at least 3 days per week at the Hub and a total of between 18-22 hours (subject to negotiation). Salary will depend upon experience and qualification, subject to negotiation, but is likely to be from £12,500 upwards (pro-rata £25,000 per year)

Closing Date Friday 21st May 2021

Send CV and cover letter to: secretary@clearfife.org