



Job Description and Person Specification

Post Title:	Supported Volunteering Development Officer 35 hours per week
Salary:	£24,000 per annum, plus 7% non-contributory pension
Reporting to:	Head of Volunteering Development
Based:	Glenrothes, but post holder will be required to travel throughout Fife

Main Purpose of Post

To support and empower young people (aged 16-24) and not currently in education, training or employment to volunteer. To promote volunteering as a positive destination for this demographic to 18 secondary schools and other relevant bodies throughout Fife. To work with volunteer involving organisations to develop opportunities for young people to volunteer. The post holder will work exclusively on the Opportunities for All programme funded through ESIF/Opportunities Fife.

Main Duties

1. To recruit and place young people with multiple barriers into voluntary opportunities, arranging appropriate support where necessary, as part of the Opportunities for All programme of activity;
2. To work with partner agencies e.g. Fife Council Keyworkers, Skills Development Scotland, APEX and Fife Council Supported Employment and other providers to actively promote and encourage volunteering as a positive destination to their clients through the delivery of workshops, presentations and 1 to 1 sessions;
3. To maintain clear and accurate records of work, and to input all necessary client information into both the MILO and FORT (CRMS) systems, developing case studies to illustrate success where appropriate;
4. To work collaboratively with public and third sector organisations to develop volunteering opportunities, with a specific focus on young people, ensuring that appropriate training resources and support mechanisms are in place in order for a sustainable and worthwhile opportunity to happen;
5. To promote and champion the benefits of volunteering to young people, through attendance at events, presentations to potential clients at schools, training providers and other stakeholders;
6. To continually monitor and evaluate effectiveness, gathering feedback from clients, partner agencies and other stakeholders to improve and enhance the service;
7. To promote Saltire Awards to young people;
8. To undertake any training related to the post as appropriate and in agreement with the Head of Volunteering Development.

This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from employees in the role. The organisation reserves the right to require employees to perform other duties from time to time.

The organisation also reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to the needs of the organisation's business.

There is a requirement to work evenings and weekends as necessary in order to ensure appropriate fulfilment of duties.

Person Specification

Essential requirements:

- Relevant professional qualification/demonstrable youth work/community development experience;
- Previous practical experience of working with, and supporting, young people/volunteers;
- An excellent understanding of the needs and motivations of volunteers;
- Ability to motivate volunteers and the public;
- Demonstrable relationship building skills and networking abilities;
- Knowledge of best practice in all issues relating to volunteer management;
- Experience of delivering presentations to a diverse range of audiences e.g. customers, professionals and other stakeholders;
- A proven capacity to manage a diverse workload and prioritise effectively to meet deadlines;
- A sensitive and professional approach towards volunteers with multiple issues and challenges in their lives;
- willingness to learn; work as part of a team and to help others;
- excellent interpersonal, oral, written, numeracy and ICT skills;
- efficient, self-motivated, and proactive, with good organisational skills;
- a personal commitment to organisational excellence;
- displays honesty, integrity and a strong sense of ethics in all actions and decisions;
- a commitment to equal opportunities;
- valid driving licence and access to a car.

Desirable requirements:

- Previous experience of volunteering;
- Experience of working within the third sector;
- Qualification in volunteer management.