

# Fife Voluntary Action

## Team Experience Volunteer Coordinator



### Job Description

Post Title: Team Experience Coordinator

Hours: 17.5 hours per week (2.5 days)

Salary: £20,020 pro rata , plus 7% non-contributory pension

Reporting to: Employability Development Manager/Delivering Differently Strategic Coordinator

Duration: This post is funded to March 2020

### Main Purpose of Post

The successful applicant will develop and expand Team Experience as part of the Delivering Differently project in Fife.

The aim of the role will be to help recruit, train and develop Team Experience to become a pool of volunteers who are supported to:

- ❖ participate in meetings on improving mental health outcomes in Fife
- ❖ deliver and co-facilitate training sessions for staff across sectors
- ❖ challenge mental health stigma and discrimination

### Main Duties

1. Work with See Me to coordinate and deliver a programme of training for people interested in sharing their experience and challenging stigma
2. Lead on the recruitment and expansion of Team Experience
3. Co-ordinate and provide administration for Team Experience meetings
4. Establish and manage a formal Team Experience volunteer programme
5. Support Team Experience volunteers to establish and achieve personal roles and goals
6. Work with the DD Strategic Coordinator to plan and manage a programme of volunteer opportunities and connect with wider strategic activity around mental health services in Fife
7. Buddy volunteers to meetings/events initially as required
8. Work closely with DD Strategic Coordinator and See Me to share learning and support the evaluation of the project
9. Participate in training as required.
10. Provide assistance with monitoring and reporting for our funders.
11. Any other duties relating to Team Experience that may arise in the role.
12. To take personal responsibility for contributing to high quality standards in customer relations, service delivery and communications.

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 postholder at any time according to the needs of the organisation's business.

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