

# Volunteering Development Officer (Employability)



## Job Description and Person Specification

<b>Post Title:</b>	Volunteering Development Officer (Employability) 35 hours per week, fixed term: initially funded until March 2019
<b>Salary:</b>	£25,000 per annum, plus 7% non-contributory pension
<b>Location:</b>	Kirkcaldy – but travel around Fife is required
<b>Reporting to:</b>	Head of Volunteering Development

### Main Purpose of Post

To recruit, support and develop volunteers in Fife, including supporting individuals facing barriers in their lives. To support Fife Voluntary Action's partnership contribution to Fife Employability and Training Consortium (Fife-ETC), promoting volunteering as a stepping stone to employment. To work with organisations to support them to provide meaningful volunteering opportunities which deliver good outcomes for volunteers and the organisation.

### Main Duties

1. To maintain and develop Fife Voluntary Action (FVA) as the centre of excellence for volunteering and as a support to volunteer-involving organisations;
2. Interview and refer customers wishing to volunteer to volunteer involving organisations (VIOs), arranging appropriate support and guidance where necessary - with a particular focus on people experiencing mental health issues, arranging support and training where appropriate;
3. To work closely with individuals requiring additional support to achieve their individual goals e.g. volunteering and latterly paid employment. The post holder will support FVA's partnership contribution to Fife Employability and Training Consortium (Fife-ETC) which is funded by Opportunities Fife and European Structural and Investment Funds (ESIF);
4. To actively promote and publicise the benefits of volunteering to stakeholders, client groups and referring agencies through attendance at events, delivering workshops/presentations and training sessions;
5. Work with organisations, projects community groups and other statutory and third sector bodies to enhance their capacity to recruit, manage and retain volunteers;
6. Actively identify new voluntary opportunities in Fife and work collaboratively with partner agencies to highlight gaps in provision in local services, where volunteering can fill this void;
7. Deliver training to professionals with supervisory responsibilities for volunteers on a range of topics in volunteer management and support;
8. To promote and develop good practice models for volunteer involving organisations covering all aspects of volunteer involvement including for example policies, practice, PVG and difficult situations;
9. To monitor and evaluate service provision to those individuals requiring additional support including producing reports and occasional case studies;
10. To update records of work with customers and partners on our database system as well as Fife Online Referral Tracking System (FORT) as required by Opportunities Fife for delivery of ESIF funded projects;
11. To represent the organisation at local area meetings e.g. Local Planning Groups and other external partnership meetings, with particular attention to volunteering development;

12. Undertake training related to the post as appropriate and with agreement from 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 and/or proven relevant community development experience;
- Previous practical experience of working with, and supporting, volunteers;
- An excellent understanding of the needs and motivations of volunteers;
- Practical experience in supporting people with mental health issues;
- 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 delivering training and/or group learning;
- Previous experience of volunteering;
- Experience of working within the third sector;
- Qualification in volunteer management.