

JOB DESCRIPTION

Job Title:	Volunteer Co-ordinator
Contracted Hours of Work:	36 hours per week
Salary:	£22,464 - £25,128 per annum

Job purpose The purpose of this post is to co-ordinate and develop all elements of volunteering within Fife Womens Aid which provides services to women, children and young people who have experienced domestic abuse. This role contributes as a co-ordinator to meeting the aims and objectives of Fife Womens Aid.

Reporting to Team Senior.

Key activities Responsible, under the general direction of the Team Senior, for the recruitment, training, development, support and supervision of volunteers within Fife Women's Aid. Contribute to the monitoring and evaluation of volunteer projects and the development of volunteering activities across all areas of service provision within Fife Women's Aid.

General Responsibilities

- To recruit, support, supervise and mentor a rolling cohort of volunteers within Fife Women's Aid.
- To plan work schedules and rotas for volunteers ensuring the provision of volunteering services at times and locations which meet service user needs. This may include working out with office hours.
- Working closely with service team leaders, to oversee the ongoing training and development of all volunteers. This will include providing induction, in house training and sourcing internal/external training opportunities.
- To generate and develop appropriate volunteering opportunities based on the needs of the organisation.
- Implement Fife Women's Aid volunteer policies and procedures and develop additional resources to support the recruitment, development and retention of volunteers.
- Work in partnership with other agencies across different sectors in order to establish good working relationships to influence decisions about volunteering.
- Promote volunteering and raise awareness on the value, role and functions of volunteers (both internally and externally). This may include provision of information, awareness raising and publicity

events and activities to raise staff awareness of the role and function of volunteers.

- To contribute to monitoring and evaluation for the service, ensure the accurate recording and processing of data and prepare reports as necessary for both internal and external purposes.
- Support the Manager, Operational Lead and team seniors in achieving the aims and objectives of FWA, working within and complying with all organisational policies, procedures, legislation and regulatory and funding bodies.
- Working closely with all colleagues, take responsibility for promoting a culture of continuous improvement, strong service user focus and collaborative working. Promote effective team communication, team building and strategic planning through collaborative and participatory work practices.
- Ensure that principles of equality and anti-discriminatory practice are embedded throughout all aspects of FWA operational and organisational activities. Take a proactive role in promoting equality and anti-discriminatory practice throughout all aspects of the service.
- Comply with relevant health & safety legislation and good practice as set out in Fife Women's Aid H&S policies and guidance.
- Perform other duties as reasonably required by the Manager and show commitment to ongoing personal development.

PERSON SPECIFICATION

Qualifications, Training and Experience	Essential	Desirable
Educated to at least SVQ Level 3 or equivalent in relevant subject		X
At least 2 years experience of providing services to vulnerable client groups	X	
Experience of working with volunteers	X	
Experience in managing volunteers or paid staff in both formal and informal settings	X	
Knowledge of Data Protection Legislation and good practice		X
Experience in providing training	X	
Competencies	Essential	Desirable
Excellent communication and interpersonal skills	X	
Good leadership skills with experience of managing and developing teams and individuals	X	
Good organisational and IT skills appropriate to level of role	X	
Ability to problem solve, prioritise tasks, meet deadlines and delegate effectively	X	
Proven ability to work effectively with partnership agencies		X
Knowledge of the causes and effects of domestic abuse and understanding of a feminist approach to domestic abuse		X
Personal Qualities	Essential	Desirable
Committed, effective and co-operative	X	
Open and empathic	X	
Self motivated and with the ability to motivate others	X	
Flexible and responsive approach with ability to adapt to meet the needs of the organisation	X	
Commitment to equal opportunities and anti-discriminatory practice.	X	
Special Requirements	Essential	Desirable
Able to work flexibly including some evenings and occasional weekend work	X	
Ability to travel within and out with Fife	X	
Ability to have business motor insurance if required		X
Organisational Culture		
Fife Women's Aid is committed to bringing an end to domestic abuse and providing a high standard of service to its service users and other stakeholders. The post holder must subscribe to the feminist analysis of domestic abuse and share a commitment to achieving the objectives of Fife Women's Aid.		



These posts are open to women only (Equality Act 2010 Work Occupational Requirement Exception, Schedule 9 Paragraph 1). Fife Women's Aid welcomes applications from women from all sectors of the community

