



Care & Share Companionship
Scottish Registered Charity No: SCo48873

Volunteer Coordinator

Annual salary £24,000 plus pension, pro rata

4 days per week

One-year fixed-term contract (extendable by mutual agreement)

'Companionship: is having someone you know and like with you, rather than being on your own'.

Care and Share Companionship is a local community charity providing 1-1 support to older people in the Kirkcaldy area who are living in isolation and loneliness. Our vision is to provide personalised, flexible companionship to older people, tailoring our support to their needs and to bring people together, building relationships with each other and within their communities. We believe that older people should feel valued, respected and part of their community.

Our Mission Statement:

To support older people and their families who feel isolated or lonely

To tailor support by them for them

To have a flexible approach in addressing their needs

To increase the engagement of volunteers within communities to maximise community spirit

To raise awareness of isolation and loneliness, the benefits to health and wellbeing to both the person receiving support, family member/s and the volunteer.

| | |
|---|-----------------------|
| JOB TITLE: | Volunteer Coordinator |
| RESPONSIBLE TO: | Service Manager |
| REPOSIBLE FOR: | Volunteer companions |
| LOCATION: | Kirkcaldy |
| PRIMARY PURPOSE | |
| <p>The Volunteer Coordinator will assist the charity in recruiting and successfully onboarding volunteers to engage the charity's support services for people over the age of 60. Occasional travel will be involved, possession of a full driving licence which enables you to drive in the UK is required. If you do not hold a full driving licence you may still be considered for this post but you will be expected to describe clearly at interview how you would fulfil the requirements of the role across the Kirkcaldy area using other means of transport.</p> <p>Membership of Protection of Vulnerable Groups (PVG) Scheme is a requirement for this post.</p> <p>The above post is offered initially as a one-year fixed-term contract, which may be extended by mutual agreement and in line with future funding.</p> <p>You will be a motivated individual, passionate about the charity and its purpose. You will have strong administration and organisational skills. You will be confident using your own initiative as well as working as part of a team alongside the Service Manager.</p> | |
| KEY RESPONSIBILITIES | |
| <ul style="list-style-type: none"> • Manage and undertake the full recruitment process of volunteers as prescribed by the charity, including but not limited to: <ul style="list-style-type: none"> • Development of volunteer role descriptions with person specification • Advertising through campaigns and events to raise profile of the charity, including evaluating which advertising methods have greatest success • Engaging with volunteering organisations, including Fife Voluntary Action • Arranging and carrying out interviews for suitable volunteer candidates • Recording and responding to unsuccessful candidates • Arranging documentation to confirm opportunities to successful candidates • Facilitate suitable matches between volunteers and the people we support with Service Manager • Develop and implement a thorough induction process to ensure new volunteers receive full training, support and introduction to the charity's services to integrate quickly and successfully • Keep up to date with training requirements for the role • Active participation in meetings with Service Manager, including monthly supervisory meetings • Celebrate volunteering by nominating volunteers and the charity for awards • Organise group events and activity afternoons with volunteers, the people we support and the wider community • Act as a liaison between volunteers and the people we support • Review and streamline our policies and procedures, including risk assessments, to ensure they are fit for purpose • Ensure personal information is stored in line with current data protection legislation | |

- Deliver regular updates to current volunteers to keep individuals updated on policies, newsletters, etc.
- Provide ongoing advisory support and training to help new volunteers understand their role and responsibilities
- Monitor and support all volunteers by compiling post-visit reports and submission of volunteer expenses
- Organise peer support meetings to meet training needs and maintain all training records
- Adhere to all applicable HSE standards, the charity's Service Level Agreement and any other relevant policy relating to volunteering
- Any other ad-hoc duties as reasonably requested

PERSON SPECIFICATION

- Previous experience working for a charitable organisation or in a similar coordinator role is desirable
- A sound ability to develop strong working relationships with volunteers and to provide ongoing advice and support in their role
- Excellent interpersonal skills
- A good degree of IT literacy, including Microsoft Office and the ability to play an active role in the charity's social media strategy
- The ability to handle information in a confidential manner and respond with sensitivity
- Good organisational skills and the ability to manage a variety of tasks
- A commitment to safeguarding vulnerable adults
- The volunteer coordinator position will be subject to a PVG (Protecting of Vulnerable Groups) disclosure

If you're interested in this position please request an application form by sending an email to Teresa Naylor, Care and Share Companionship's Service Manager, at careandsharecompanionship@gmail.com.