

Community Roots Project

**Job Description**

**Volunteer and Friendship Coordinator**

25 hours per week at £14.30 per hour.

2-Year Fixed Term Contract (Grant Funding provided by The National Lottery Community Fund) to begin Monday 12th September 2022.

The Volunteer and Friendship Coordinator is accountable to the Board of Trustee Directors and the Charity Manager of Disability Nottinghamshire.

The role is to support the Community Roots Project and the successful delivery of its agreed outcomes.

We know at Disability Nottinghamshire that Volunteering makes a positive impact on the lives of thousands of people every year, and support some of the most vulnerable people in society. We recognise that everyone has something to offer no matter who they are or where they come from.

Our wide and varied work includes enabling people to share their skills, knowledge, and life experience, to improving the lives of disabled people, their families, carers, and friends, empowering them to lead independent lives and providing positive support.

The post holder will identify and recruit Volunteers. The aim will be to match volunteers with roles within the charity and service users, with similar interests and shared experiences, enriching day to day life and reducing social isolation.

Develop community friendship networks and buddying support.

Actively develop and maintain established partnership working to support volunteering activities both within the charity and beyond.

**General Description:**

Community Roots will create a safe environment for the most vulnerable of service users, their families, friends, and the wider community we represent to access support from Disability Nottinghamshire and a variety of services and organisations in the Mansfield, Ashfield District Council areas of Nottinghamshire.

**Duties and responsibilities**

1. Identify and recruit Volunteers.

2. Induct, train, and offer ongoing support to Volunteers, to ensure they have information, advice, and guidance for their role in supporting the charity and project beneficiaries.

3. Manage events involving volunteers, in close liaison with the staff and project team.

4. Develop and support the running of the friendship and buddying support networks within the community we represent. Ensure social integration and easy access to them within local communities. Making people feel part of the community by organising appropriate social events.

5.Attend the charities pop up hubs within the community to offer drop-in support and build social networks.

6. Attend advisory group meetings

7. Responsible for the administration tasks.

8. To record, maintain up-to-date records of all beneficiary information in accordance with Disability Nottinghamshire confidential systems and GDPR legislation.

9. Develop a strong community presence and become known within the Mansfield and Ashfield Districts.

10. Organise regular support meetings for the Volunteers.

11. Liaise and work with local voluntary and statutory organisations.

12. Promote Community Roots through marketing materials, adhering to The National Lottery Community Fund and Disability Nottinghamshire’s strict branding guidelines.

13. Collate project updates and record success stories to inform grant funders and the charities social media streams.

14. Ensure the project meets its agreed targets, reporting format and schedule.

15. Undertake appropriate training to develop skills and knowledge required to undertake duties and responsibilities of the role.

16. Take part in wider activities as and when directed.

17. Act as an effective team member by working co-operatively and promoting mutual respect among all colleagues.

18. Participate in training and development as required.

19. To answer/field telephone calls and complete DN’s client detail form and prioritise accordingly with the designated department.

20. To understand and promote Disability Nottinghamshire’s Equal Opportunities Policy.

21. Comply with health and safety regulations.

22. Ensure that all work is carried in accordance with relevant legislation and Disability Nottinghamshire’s policies and procedures.

23. To carry out any other duties commensurate with the same grading and level of responsibilities as directed by the Chairperson, Trustee Directors, and Charity Manager.

24. Compose project reports as required and attend and contribute to regular team and Board of Trustee Directors meetings within Disability Nottinghamshire.

25. To understand and promote Disability Nottinghamshire’s Equal Opportunities Policy.

26. Signpost where applicable.

**Person specification**

In deciding who to shortlist and appoint to this post, we will be looking for evidence of the following skills, knowledge, experience, and personal qualities.

When completing Disability Nottinghamshire’s Application Form it provides you with the opportunity to demonstrate how you fulfil these requirements.

**Essential**

1. Demonstrate an understanding and knowledge of issues affecting disabled people, their carers, family, and friends including those who experience social isolation.

2. Proven experience of working with disabled people, carers, family, and friends.

3. Experience of working in Community based projects.

4. Ability to communicate effectively.

5. Proven experience of recruiting, training, and supporting volunteers, effectively.

6. Understanding of volunteering and its contribution to society.

7. Experience and understanding of a range of ways to identify new volunteers and be innovative with approaches to recruitment.

8. Excellent verbal and written communication skills.

9. Effective IT Skills, including the use of social media

10. Ability to work with other organisations and wider from the statutory, voluntary, and public sector.

11. Experience of successful implementation of monitoring and evaluation techniques.

12. Ability to prioritise, structure and manage own workload in order to meet targets and deadlines for the project.

13. Successful experience in promoting the aims and objectives of an organisation or service.

14. Ability to work on own or part of a team.

15. Flexible approach to job.

**Desirable**

1. An understanding of a User Led approach to volunteer development.

2. Knowledge of disabled people’s activities and services around Mansfield and Ashfield Districts.

**General**

To work as part of a team and to deliver a successful project, good timekeeping is essential. We expect you to be ready to start work at the start of your normal working day, along with open and transparent recording of working hours and sharing of information, i.e., electronic diary updates of activities and meetings.

All staff should treat one another with courtesy, politeness, and kindness and participate constructively in the delivery of this project and the charity.

All staff are expected to maintain high standards of service user care to uphold the Equality and Diversity Policy and Code of Conduct.

To participate in training activities and events necessary to their post and for personal development.

Understand, promote, and comply with Disability Nottinghamshire Policies and Procedures.

Comply with Health and Safety regulations, undertake risk assessments as appropriate.

Ensure all work is carried out with relevant legislation.

**Community Roots Project**

**Delivery Plan**

Within each individually funded job role delivery plan, the following key tasks will be included.

1. Continue to attend current established networks and identify appropriate new ones.
2. Promote and establish shared working and resources with partners and potential for joint funding bids /partnerships.
3. Recruit, train and develop new volunteers to extend availability in their area of particular interest and across all service areas.
4. Support and develop existing volunteers.
5. Research and set up training through appropriate agencies and work with partners to establish training offers.
6. Participate in the project advisory group.
7. Build a database of provision, contacts, and support available both within their area of responsibility, and across all service areas.

**This is a 2-year fixed term appointment to start on Monday 12th September 2022**

**Closing Date: Friday 29th July 2022.**

**Shortlisting to take place: Following week after closing date.**

**Interviews: 8th August 2022 onwards.**