

JOB DESCRIPTION

JOB TITLE: Volunteer Co-ordinator

BASED AT: Pontypridd

HOURS: 18 hours per week

OVERALL RESPONSIBILITY

To recruit, train and develop volunteers to provide intergenerational opportunities and develop effective links with older people within the community to maintain their independence.

MAIN DUTIES AND RESPONSIBILITIES

To recruit 75 volunteers to work with older people in the community and ensure all volunteers are trained and developed with a view to gaining experience to provide support to older people.

Work closely with local schools to reduce negative stereotyping, discrimination and develop sustainable pathways towards more social cohesiveness.

Provide intergenerational opportunities challenging ageism and developing better social cohesion amongst diverse groups within the community.

To provide appropriate support and supervision to volunteers in the day to day delivery of the service.

Secure the commitment of volunteers involved in the charity and that volunteers feel their contribution to the charity is valued.

To work in partnership with other voluntary and statutory organisations.

To work alongside other services and departments within ACM and ensure volunteers are involved in the activities of the organisation.

Maintain effective and efficient working practices to ensure the provision of qualitative and quantitative information is provided for ACM and its funders within the terms of the agreement.

To represent the organisation at relevant meetings, liaise with key stakeholders and deliver promotional information presentations to raise the profile of projects and the working practices of Age Concern Morgannwg.

Involve and actively participate in relevant team and group meetings.

Promote the services provided by Age Concern Morgannwg.

Represent the organisation, where appropriate, at events, seminars etc and convey a professional image of the organisation.

Attend regular training to maintain continuing professional development.

Participate in supervision/appraisals with Line Manager.

Undertake any other duties as may reasonably be required by the Line Manager.

Assist other services/departments within the organisation as and when necessary.

Work to ensure the rights, dignity, welfare, confidentiality and privacy of service users is maintained at all times.

**THE CONTENT OF THIS DOCUMENT IS SUBJECT TO REVIEW FROM TIME TO TIME IN
CONSULTATION WITH THE POST HOLDER**

PERSON SPECIFICATION

JOB TITLE: Volunteer Co-ordinator

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Knowledge/ Education</p>	<p>Good general standard of education</p> <p>Knowledge of procedures and guidelines relating to volunteers</p>	<ul style="list-style-type: none"> • Volunteer or equivalent qualification or willingness to work towards. • Knowledge of Charitable/ Voluntary Sector organisations and the services that they provide in relation to the needs of older people.
<p>Skills/ Abilities</p>	<ul style="list-style-type: none"> • Excellent organisational and negotiation skills • Ability to deliver presentations to groups of people • IT Skills, in particular a working knowledge of Excel and Word. • Excellent written and verbal communication skills • Ability to write reports and collate information into meaningful statistical data. • Ability to assimilate and understand information by listening and reading • Ability to identify and recruit suitable volunteers that match the requirements and ethos of the charity • The skills to motivate and provide support to the team of volunteers • Ability to develop interaction and cohesion amongst with different groups of people 	

Experience	<ul style="list-style-type: none"> • Experience of recruiting, training and developing volunteers • Experience in the development of volunteer projects • Experience of multi-agency/multi professional working. • Experience of working with and involving communities. 	An understanding of the needs affecting older people
Personal characteristics	<ul style="list-style-type: none"> • Able to maintain confidentiality at all times. • Sympathetic to the needs of older people. • Able to work as part of a team and independently. • Able to adopt a flexible approach to working hours. 	
Other requirements	<ul style="list-style-type: none"> • Car Driver with access to a vehicle. 	