

Job Information Pack

Volunteer Co-Ordinator

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About Wirral CVS

Wirral CVS has been set up by and for Wirral's Voluntary, Community, Faith and Social Enterprise (VCFSE) sector.

The sector's collective response to the Covid-19 pandemic helped to shape the co-production of our Coming Together Strategy, a sector-led plan that will inform the way in which all parts of our sector contribute to and add value to life in Wirral.

Wirral is an incredible place with a wealth of assets across and within our communities. Sadly however, we know only too well of the extreme health inequalities that still exist within our Borough, making the work of our VCFSE colleagues even more essential than ever before.

As our sector continues to navigate its way out of the impact of Covid-19, and through the cost-of-living crisis, it is critical that we are able to support groups and organisations to not just survive but to thrive. As the newly-emerging health structures further embed, the opportunities for our sector to play a front and centre role in shaping the way in services are developed and delivered in the future will be significant.

Our Vision

"A strong, vibrant and resilient Voluntary, Community, Faith and Social Enterprise sector that leads positive and impactful changes in Wirral"

Our Mission

"To be an organisation designed, developed and grown by its members to support the Voluntary, Community, Faith and Social Enterprise sector in Wirral"

The next phase in our development is to recruit a team of passionate, knowledgeable, energetic and committed people to ensure that we can deliver the four pillars of our work:

- Leadership & Advocacy
- Partnerships & Collaboration
- Capacity Building
- Volunteering



How To Apply

Send us a **CV and a Personal Statement** demonstrating why you believe you are the perfect candidate.

You should use the **Person Specification** to write a personal statement that helps us understand the knowledge, skills, experience and attitudes you would bring.

As an organisation we believe in equality, diversity, inclusion and personal development. If you don't meet all of the criteria but you still believe you would be great in this role, tell us why and what you would need to succeed.

When complete, applications should be emailed to recruitment@wcvs.org.uk

Shortlisted candidates will be invited to a formal interview – further instructions will be given in advance.

For further information at any point during the recruitment process, please email info@wcvs.org.uk and a member of the team will endeavour to answer your query.

We look forward to reading your application, good luck!

Role Description

Role Title:	Volunteer Co-ordinator
Location:	Birkenhead
Hours:	37.5 hrs/week
Salary:	£29,314 plus 3% workplace pension
Reporting To:	Volunteer Wirral Programme Manager

Role Purpose

The Volunteer Co-ordinator will play a vital role working directly with volunteers across organisations in Wirral and promoting partnership and collaboration across the wider Voluntary, Community, Faith and Social Enterprise (VCFSE) sector. The role requires a dynamic individual with a passion for and, proven experience in, volunteering, and the ability to engage, work with and motivate people.

Working as part of a team you will be the direct link to volunteers who have yet to find a place for their skills, knowledge and experience.

Key Responsibilities

1. Promoting Volunteering

- a. Promote volunteering, the benefits for individuals and it's wider impact in Wirral
- b. Promote volunteering to potential and actual volunteers
- c. Promote specific volunteering roles widely to increase the number, and range of people volunteering

2. Recruit and Induct Volunteers

- a. Manage and/or support organisations to recruit and place volunteers
- b. Use available tools and resources to advertise for volunteers, increase volunteer opportunities and promote available opportunities
- c. Work with organisations to recruit and place volunteers based on the volunteers desired outcomes
- d. Manage and support the induction of volunteers

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- e. Support organisations to develop effective induction processes and procedures

3. Manage and develop volunteers

- a. Work with Volunteer Managers and volunteer involving organisations to Plan, organise and monitor volunteer activities
- b. Where appropriate, lead and motivate volunteers and support the development of volunteers' knowledge, skills and competence.
- c. Where appropriate, provide one-to-one support to help volunteers develop and meet their objectives
- d. Support volunteers to learn in groups and create opportunities for this to happen
- e. Use available tools and resources to maintain records of volunteers, manage volunteers' expenses and promote the impact of volunteering in Wirral
- f. Help address problems affecting volunteers

4. Manage yourself, your relationships and your responsibilities

- a. Manage, continuously develop and share resources for managing volunteers
- b. Manage and continuously develop your own and others' capacity for managing volunteers
- c. Develop productive working relationships with volunteers and other stakeholders
- d. Promote productive working relationships between volunteers, volunteer involving organisations and other stakeholders
- e. Develop and maintain partnership working to support your volunteering
- f. Identify, assess and control health and safety risks