

LINCOLNSHIRE ACTION TRUST

Post: Volunteer Co-ordinator
Responsible To: Identified Manager

JOB PURPOSES

- To recruit, induct and support volunteers in identified roles;
- To develop and deliver training to volunteers and mentors;
- To develop systems and procedures to support volunteers and volunteering activities;
- To be accountable for achievement of individual and team targets and provide progress reports and action plans as required;

KEY TASKS

- Develop a suitable volunteer training programme taking account of the needs of potential volunteers, mentors, potential mentees and funders;
- Gain recognised accreditation for training provision, and comply with awarding body requirements, if appropriate;
- Develop promotional literature and raise awareness about volunteering opportunities within Lincolnshire Action Trust and other arenas;
- To identify opportunities for LAT to enhance aspects of service delivery through inclusion of volunteers;
- Recruit and induct new volunteers from a diverse range of backgrounds, including individuals with lived experience of the criminal justice system;
- Arrange and deliver volunteer / mentoring training courses throughout the area, taking account of any specific needs of volunteer mentors;
- Identify training and development needs of volunteers and agree action to address these;
- To progress mentee applications for support, in collaboration with partner agencies, including Probation services;
- Liaise with relevant staff / agencies to match volunteers / mentors with mentees and placements, ensuring individual needs are met, facilitate first meeting and ongoing reviews;
- To review progress and outcomes of mentoring matches;
- Provide ongoing support for volunteers during training and volunteering placements;
- To identify and report any safeguarding concerns that may arise during the course of supporting clients;
- Comply with all necessary monitoring and evaluation requirements;
- Develop, implement and follow systems and procedures to support volunteers and volunteering activities, including safeguarding procedures;
- To contribute to the effective awareness raising and information sharing about volunteer mentoring activities among partner organisations and further afield;
- To disseminate good practice regarding mentoring of disadvantaged groups in appropriate forums;
- Active demonstration of support for Senior Management Team decisions and actions;
- To undertake any other duties that may be expected of this role.

ESSENTIAL REQUIREMENTS

Experience

- Current experience of similar work
- Experience of delivering IAG / training
- Experience of working with individuals with multiple needs

Qualifications

- Full driving licence and access to vehicle, as travel throughout the county is required

Proven Skills / Attributes

- Self motivated;
- Accomplished trainer;
- Able to provide IAG support;
- ICT skills;
- Competent oral and written communication skills;
- Good interviewing skills;
- Good organisational and administrative skills;
- Demonstrate integrity regarding confidentiality;
- Ability to work independently and as part of a team;
- Consistent recording and reporting skills;
- Ability to maintain positive relationships;
- Able to work in an environment in which there is high regard for health and safety of staff and service users;
- Willingness to update own skills and knowledge through training and development opportunities;
- Willingness to work unsociable hours and in a range of locations;

DESIRABLE REQUIREMENTS

- Relevant teaching / training qualifications
- Experience of developing volunteering provision;
- Experience of developing training provision and gaining relevant external accreditation for this;
- Experience of working within the criminal justice system
- Evidence of ongoing personal development;
- Experience of working within the voluntary sector;
- Experience of delivering employability provision / support;