

LINCOLNSHIRE ACTION TRUST

Post: Learning and Development Officer (Volunteers)

Responsible To: HR 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, LAT services 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 criminal justice partners;
- Liaise with relevant staff / agencies to match volunteers / mentors with mentees and placements, ensuring individual needs are met, facilitate first meeting and ongoing reviews and support;
- 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 adhere to, 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.

PERSON SPECIFICATION

Knowledge Skills and Experience

Experience of working within a similar role	E	A/I
Experience of delivering IAG / training	E	A/I
Experience of working with vulnerable individuals / individuals with multiple needs	E	A/I
Proficient ICT skills	E	A
Project management skills	E	A/I
Experience of developing volunteering provision	D	A/I
Experience of developing training provision and gaining relevant external accreditation for this	D	A/I
Experience of working within the criminal justice system	D	A/I
Evidence of ongoing personal development	D	A/I
Experience of working within the voluntary sector	D	A/I
Experience of delivering employability provision / support	D	A/I

Personal Attributes

Organisational Skills	E	I
Self Motivated and able to motivate others	E	I
Competent oral and written skills when dealing with people at all levels	E	I
Solution focused approach	E	I
Able to develop and maintain positive relationships	E	A/I
Consistent recording and reporting skills	E	A/I
Able to work independently and as part of a team	E	A/I
Willingness to update own skills and knowledge through training and development opportunities	E	A
Good interviewing skills	E	A/I
Accomplished trainer	E	A/I
Able to provide IAG support	E	A/I
Demonstrate integrity regarding confidentiality	E	A/I
Able to work in an environment in which there is high regard for health and safety of staff and service users	E	A/I

Qualifications

Relevant teaching / training qualifications or willingness to work towards an appropriate qualification	E	A/I
Driving Licence and access to vehicle / ability to travel throughout area	E	A

Criteria Requirement:

E – Essential Criteria
D – Desirable Criteria

Criteria Measure

A – Application
I – Interview
T – Test