 

**Job Description**

**Job Title: Hylton Castle Volunteer Co-ordinator**

**Salary Grade:** Grade 3

**SCP:** 18 - 21

**Job Family:** Learning and Development

**Job Profile:** LD 6

**Directorate: People**

**Job Ref No: 50084113**

**Work Environment: Hylton Castle Project**

**Reports to: Learning Manager**

**Number of Reports: None**

**Purpose:**

The purpose of the role is to coordinate volunteering activities on behalf of the Hylton Castle Project. Working with project staff and partners, the postholder will ensure that meaningful and fulfilling volunteering opportunities continue to be created and volunteers are recruited and retained.

The post forms part of the Hylton Castle Project team and the postholder will also be expected to contribute to all aspects of the project as directed by the Learning Manager and Project Director.

**Key Responsibilities:**

The following is typical of the duties the postholder will be expected

to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Work closely with the project team and external partners to create and then maintain a volunteering policy and handbook that is both fit for purpose and compliant with current best practice and relevant legislation.
2. Work closely with the project team to establish a portfolio of volunteering opportunities and roles to include both formal ‘internships’ and work experience placements as well as casual volunteering by individuals.
3. Work with the project team to create and manage a volunteer recruitment programme for the Hylton Castle Project, including publicising volunteering opportunities, interviewing candidates, and matching volunteers to roles.
4. Coordinate a rota of volunteering to ensure the effective delivery of Hylton Castle Project activities.
5. Support volunteers in their roles, including managing the induction process, identification of in-house and external training needs, assistance with training/work placement requirements, and assessing progress and satisfaction through a review process.
6. Maintain accurate records relating to volunteer opportunities, induction, training, activity, and impact. Gather data relating to volunteering for evaluation of the Hylton Castle Project.
7. Maintain good relationships with volunteers and help cultivate a positive and supportive atmosphere by recognizing volunteer efforts and assisting volunteers with their own personal development goals where possible.
8. Take an active role in managing communication among volunteers and between the individual aspects and activities of the Hylton Castle Project which will rely on voluntary support.
9. Liaise closely with partner organisations and community groups to ensure that the Hylton Castle Project volunteering programme is as effective and inclusive as possible.
10. To comply with the principles and requirements of the Data Protection Act 1998 in relation to the management of Council records and information, and respect the privacy of personal information held by the Council.
11. To comply with the principles and requirements of the Freedom in Information Act 2000.
12. To comply with the Council's information security standards, and requirements for the management and handling of information.

