

## **Carers Together**

### **Job Description**

<b>Job Title:</b>	Volunteering and Engagement Coordinator
<b>Salary:</b>	£16,109 per annum (£31,371 pro rata)
<b>Hours:</b>	19 hours per week
<b>Responsible to:</b>	Chief Executive
<b>Responsible for:</b>	Volunteers
<b>Base:</b>	23 Queen Street, Redcar, TS10 1AB <b>and</b> St Mary's Centre, 82-90 Corporation Road, Middlesbrough TS1 2RW. The postholder will be required to travel and work from different sites and venues in the community.
<b>Job Purpose:</b>	To recruit, train, manage and support volunteers. To develop Carers Together's Volunteering Programme. To deliver a programme of engagement work with carers and the public.

#### **Main Duties:**

##### **1. Volunteering**

- 1.1 Continue the development and delivery of a Volunteering Programme within Carers Together.
- 1.2 Develop volunteer task profiles in consultation with other Carers Together staff.
- 1.3 Produce promotional materials to publicise the Volunteering Programme, in partnership with other staff.
- 1.4 Promote volunteer opportunities within and outside Carers Together.
- 1.5 Regularly review the Volunteer Handbook, keeping up to date with new legislation and best practice relating to volunteering.
- 1.6 Schedule and attend volunteer recruitment events.
- 1.7 Develop and maintain relationships with other VIOs and VDAs.
- 1.8 Arrange and carry out volunteer recruitment and induction processes and match volunteers with opportunities.
- 1.9 Ensure volunteers are available to support Carers Together's services.

- 1.10 Facilitate the distribution of information to volunteers.
- 1.11 Maintain accurate records, monitor and report on volunteering activity.
- 1.12 Provide ongoing support and supervision for volunteers.
- 1.13 Organise and participate in volunteer reward and recognition events and activities.
- 1.14 Evaluate all aspects of the Volunteering Programme, identifying areas where further development can be undertaken.

## **2. Engagement**

- 2.1 Plan and deliver a programme of engagement activities and events for service users in partnership with staff and volunteers
- 2.2 Deliver activities/events which engage the general public and provide information and raise awareness of carers' issues and needs, in partnership with staff and volunteers
- 2.3 Support a Friends of Carers Together group.

## **3. General**

- 3.1 Participate fully as a member of the staff team including attending meetings, sharing information and working collaboratively with other staff to ensure all services are covered.
- 3.2 Work collaboratively with colleagues in other organisations.
- 3.3 Maintain written records, statistical data, provide written reports and attend relevant meetings as required.
- 3.4 Adhere to all service standards, policies and procedures of Carers Together.
- 3.5 Administrate and organise own work to ensure that it meets quality standards, deadlines and reporting requirements.
- 3.6 Undertake any other tasks or duties that may arise which are commensurate with the general level of this post and as directed by the designated line manager.

## **4. Management**

- 4.1 The post holder will receive day to day management and supervision from the Chief Executive.

## **5. Working conditions**

- 5.1 Flexible working between the hours of 9 am - 5 pm is required, subject to the demands of the service. Some evening and weekend working may be required. Overtime will not be paid, but approved time outside 9am-5pm may be taken as

time off in lieu.

- 5.2 30 working days holiday per year (pro-rata) plus statutory/bank holidays for fulltime staff. For part time staff, holiday / bank holiday entitlements are calculated based on contracted hours.

**This job description is intended as a guide to the duties and responsibilities of the post and may be amended from time to time, subject to developing organisational needs, and following appropriate consultation with the post holder.**