

Job Description

Post Title: Volunteer Coordinator

Evaluation: 413 Points

Grade: N4

Responsible to: Team Leader

Responsible for: N/A

Job Purpose: The post-holder will be responsible for recruiting volunteers and coordinating volunteer programmes in liaison with other colleagues, this includes liaising with the Equalities Officer and other staff to ensure equality of access to the volunteer programmes.

Main Duties: 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. To recruit and organise induction and training for volunteers in conjunction with relevant TWAM staff
2. To promote volunteering and assist with the development and provision of volunteer services for all sectors of the community by liaising with appropriate groups and organisations.
3. Providing information, advice and guidance to staff about volunteer roles, implementation and suitability of the role description.
4. Providing information advice and guidance to Volunteers regarding policy, training, further opportunities and difficulties within their volunteer role.
5. To produce documentation, leaflets, provide appropriate reports, attend meetings, collate performance indicator information, maintain accurate records of service uptake and other relevant data.
6. To account expenses paid to volunteers, ensuring payments are made in accordance with the relevant financial process.
7. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery
8. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.