

JOB DESCRIPTION

Hub Volunteer Coordinator

Hub Volunteer Coordinators will be employed by and based in each of Trafford's six community hubs, four of which are also lead neighbourhood partners for the Trafford Community Collective, and all of which are members of and supported by the Collective. They will be employed on a part-time basis (2.5 days per week). + 0.5 for St John's Centre

Reporting to: Centre Manager

Hours: 24 (3 days per week) NJC Scale 4.7 (pro rata)

Purpose of Post

To coordinate volunteering opportunities across the Old Trafford Community including deploying volunteers within St John's Centre & Hub and to other local settings to meet their volunteering needs.

In partnership with the Trafford Volunteering Manager and Volunteering Navigator to recruit at point of contact, ensure training is delivered, place and monitor volunteers.

Main Duties & Responsibilities

The volunteer coordinators will:

- deploy volunteers to local projects and ensure ongoing mentoring and support.
- deliver training to volunteers during their on-boarding period and ongoing, as required.
- work closely with volunteers and local organisations, building relationships and developing stronger communities.
- work with volunteers to help identify their personal development needs and identify opportunities to increase their skills and make best use of existing assets.
- work with the volunteer manager and volunteer navigator to identify opportunities for volunteering and minimise barriers across the neighbourhood and the Borough.
- Gather data, case studies and feedback to allow the tracking of effectiveness of the volunteering strategy and develop a best practice.

Other duties and responsibilities

Attend Hub/Collective Meetings and other network meetings as required.

- Report progress to the board of St John's Centre
- Attend Staff meetings
- Abide by health and safety guidelines and share responsibility for own safety and that of colleagues
- develop own skills within the context of the work undertaken and around any changes or growth areas.

Skills

- Excellent communication skills
 - strong interpersonal skills and the ability to deal with a diverse range of people
 - experience of managing or coordinating projects and volunteers (paid or unpaid)
 - an empathy with volunteers and an understanding of their needs
 - the capacity to inspire and motivate others
 - the ability to deal with information in a confidential manner and respond with sensitivity
 - good organisational skills and the ability to manage a variety of tasks
 - administrative and IT skills, and an ability to maintain records and produce clear written and oral reports
 - experience of working across different sectors and developing links with other agencies
 - a flexible and non-judgemental approach to people and work.
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- Flexibility and a willingness to work as part of a team
 - To understand and empathise with the aims and values statement of the Centre and its equal opportunities policies