

**Volunteer Development Worker - (16 hours a week)**

**Salary: At FTE 35 hours - £25,238 qualified, £22,960 unqualified (pro – rata)**

**Job Description and Person Specification**

**Purpose of job**

PYCP provides a range of open access activities for young people aged 5 to 18, as well as targeted programmes including primary to secondary transition support, employability work and alternatives to crime support. It also offers intensive, 1:1 support to young people in need.

 The Volunteer Development worker will take a lead in developing PYCP’s volunteer programme and services.

The post holder will be responsible for developing an innovative and creative programme around volunteering and support which will enable local children and young people to have a diverse experience of support and opportunity through the volunteers that come to the project and share their skills and talents.

Accountability is initially to the Project Manager, but ultimately to the Project Board of Directors.

**Main tasks**

Particular responsibilities for the post holder will be negotiated with the Project Manager but will include:

* Recruitment and induction of volunteers.
* Developing and implementing a volunteer training programme – using internal and external resources.
* Placing volunteers in suitable opportunities within the organisation.
* Research and develop policies and procedures including risk assessments.
* Raise awareness of the role and function of volunteers within the wider staff team.
* Support volunteers on a day to day basis and through formal support and supervision.
* Co-ordinate and manage volunteer hours and cover for absence.
* Assist in fundraising for activities and services to support the volunteering programme.
* Assist in the production of reports to funders, gathering quantitative and qualitative information.
* Ensure that regular information is passed on to PYCP’s social media lead so that our work can be promoted, as well as assisting with the development of newsletters and other material.
* Celebrate volunteering by nominating volunteers for awards and organise celebration events.
* Offer advice and information to volunteers to support them in their role.
* To actively promote equality of opportunity in all aspects of the PYCP’s work.
* To establish and ensure high standards of work practice with the volunteers who are working within PYCP.
* To manage budgets and resources for volunteering within the organisation.
* Keep up to date with legislation and policy related to volunteering and make any necessary modifications to accommodate changes.
* Any other duties as specified by the Project Manager and the Board of Directors.

**Supervision received**

Regular formal supervision will be with the Project Manager. The post holder will have autonomy on a day to day basis but will work as part of the wider team

All staff within PYCP will be encouraged to operate as part of a team with an emphasis on accountability, mutual support and personal development. Regular team meetings at which ongoing and ad hoc issues can be discussed.

**PERSON SPECIFICATION:**

**Education**

A degree or diploma in Community Education, Youth Work or other relevant profession is desirable.

**Experience**

*Essential:*

* At least 2 years’ experience of developing volunteer programmes/ supporting volunteers.
* An empathy with volunteers and an understanding of their needs.
* The capacity to motivate and inspire others.
* The ability to deal with information in a confidential manner and respond with sensitivity.
* A flexible and non-judgemental approach.
* Maintain and produce records and producer clear written and oral reports.
* A high level of communication and organisational skills.

*Desirable:*

* Experience and interest in working in an area of deprivation.
* At least 2 years’ experience working with children and young people in a youth work setting.

A knowledge and understanding of specific volunteer programmes and initiatives locally, citywide and nationally.

**General Information**

* Working hours must fit with our programme, so afternoon/ evening working and at least over 3 days.
* There will be some handling of cash for activities, purchasing of materials and equipment etc.
* This post is subject to protection of vulnerable groups (PVG) scheme registration.

Post is funded initially for 12 months