# **Welcome to Volunteering Assistant**

# Responsible to: Welcome to Volunteering Coordinator

# **Purpose of the post**

Welcome to Volunteering! is a lottery funded project helping to support people into volunteering placements. Beneficiaries of the project are people who might find it hard to take up volunteering without extra support because of mental health issues. Clients may have additional needs such as physical or sensory impairments or learning difficulties, maybe lacking in confidence, be long term unemployed, carers, ex-offenders but the main criteria for support is that they have problems with mental health.

### The post holder will:

* Work with Volunteer Involving Organisations to increase their understanding of working with volunteers with support needs and the benefits to the organisations of so doing, and to develop suitable opportunities for clients of the project.
* Work with referring organisations to ensure the project receives appropriate referrals and that people who would benefit from the project can easily find information on how to get involved.
* Work with clients to place them in volunteer opportunities and give appropriate support so they can sustain their volunteering.

# **Main duties and responsibilities**

### The project coordinator will:

* Promote the project to referring organisations giving talks and updates and attend the Guildford & Waverley mental health forum.
* Work with Volunteer Involving Organisations to reduce stigma affecting their taking on volunteers with mental ill-health. This will involve giving talks at forums for volunteer co-ordinators, providing workshops on working with supported volunteers, visiting organisations and using case studies.
* Support clients through their journey into volunteering; carrying out initial assessments and recovery stars, and helping clients think about what volunteering roles they might like.
* Assess skills and training needs of clients- some of these might be met through the project volunteering skills programme otherwise to arrange onward referral.
* Develop and arrange taster volunteering roles.
* Deliver the volunteer skills workshops for groups of clients.
* Assist clients with applications to identified volunteer roles.
* Liaise with the voluntary organisation on suitability of roles, any support needed for the client, whether the role can be adapted or is flexible.
* Assist client with practical issues such as confidence with the journey to the volunteering role, suitable clothing, preparation for interview.
* Support clients by follow up meetings, phone calls and/or texts until client is settled into role.
* Recruit, train & supervise small team of buddies to provide peer support.
* Maintain accurate and up to date records for all clients in line with funders’ requirements.
* Accurate record all activity via Charity Log ensure that all funding objectives are met and evidenced.
* Support the Welcome to Volunteering Coordinator with monitoring information for funders on a quarterly basis.

### General:

* To endeavor to meet contract targets and to promptly report any issues that might prevent targets being reached.
* To help the project team evaluate and develop the project.
* Participate in the VASWS Staff and Volunteer Team, with regards to all matters that require a team approach; e.g. strategic planning and office procedures; and maintain a helpful and supportive approach to staff, volunteers and trustees.
* To attend all team meetings and training courses/events/days arranged.
* To have a good knowledge of the other work and projects carried out by VASWS be able to refer within the organisation effectively and make sure team members are kept aware of your work.
* Contribute to and comply with VASWS policies and procedures, paying particular attention to issues of equal opportunities.
* Undertake professional development/training to meet developing requirements and to maintain necessary skills and knowledge to carry out the duties as specified.
* To report on project outputs and outcomes as required by the funder and by VASWS and keep accurate records to support this.
* To carry out other tasks relevant to the post as required.

# **Conditions of service**

**SALARY:** £25,000 (FTE).

**HOURS:** 28 hours per week (4 days a week).

**ANNUAL LEAVE:** 25 days per annum, plus the period between Christmas and New Year, plus all public holidays. This will be pro rata for part time working.

**PENSION:** 6% Management Contribution.

**LOCATION:** Based in Guildford Travel throughout Guildford & Waverley will be required.

**CAR DRIVER** Essential (mileage paid at 45p per mile).

# **Person specification**

|  | **Criteria**  | **Essential/ Desirable**  |
| --- | --- | --- |
| 1 | Experience of working with volunteers | E |
| 2 | Demonstrate a good understanding of the benefits of volunteering and what motivates people to volunteer | E |
| 3 | Knowledge of adult safeguarding issues | D |
| 4 | Experience of working with adults within the project client group | D |
| 5 | Ability to understand and empathise with the difficulties that exist for the project client group | E |
| 6 | Experience of working with the voluntary sector | D |
| 7 | Good communication skills and a willingness to undertake public speaking | E |
| 8 | Proven experience of planning, prioritising, carrying out and recording work with minimal supervision  | E |
| 9 | Experience of working using IT packages: Word, Outlook, Excel and PowerPoint | D |
| 10 | Previous line management responsibility and experience | D |
| 11 | Ability to work effectively in partnership with others | E |
| 12 | Ability to take a flexible, facilitative and creative approach | E |
| 13 | Willingness to reflect on and learn from past experience (one’s own and others) | E |