

JOB DESCRIPTION

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|------------------------|-----------------------------------|
| Job Title: | Volunteering Development Officer |
| Salary: | £21-23k per annum |
| Location: | Sefton-wide (hybrid working) |
| Hours: | 35 hours (Full-time) |
| Accountable to: | Volunteer Development Coordinator |

Job Purpose:

- To support individuals and voluntary, community and faith organisations (VCF) sector organisations in developing informal and formal volunteering opportunities responding to the needs of local areas and residents within the borough of Sefton.
- To provide a range of support and development interventions through Volunteer Centre Sefton to capacity build VCF sector organisations in recruiting, deploying and retaining volunteers working to national best practice standards.
- To promote and generate (money, time, resources) in supporting the Sefton4Good philanthropy initiative amongst the community, businesses and partners, to generate resources and in 'kind' support for local good causes and initiatives.

Main Duties and Responsibilities:

1. To provide development support to VCF sector organisations in recruiting, deploying and retaining volunteers, including delivering training, sharing best practice manuals, toolkits, job descriptions etc.
2. To identify, develop and support new areas of volunteering and social action in the public, private, VCF sectors, which contribute towards local priorities and have demonstrable impact.
3. To maintain and update Volunteer Centre Sefton website and social media content.
4. To maintain the Team Kinetic volunteering brokerage system, promote its use in marketing volunteer opportunities, and provide support to groups and individuals in using the system.
5. Facilitate the Volunteer Coordinators Forum bringing organisations deploying volunteers together to share information, achievements, challenges and opportunities.

6. To promote and implement volunteer recognition and celebration activities including the Volunteer Sefton Certificate Scheme, to raise awareness to the value of volunteering and impact in local communities and the benefits to organisations and individuals.
7. To provide information and bespoke advice to individuals and groups who are looking to volunteer or to initiate volunteering roles and interventions.
8. To produce newsletters and communications promoting volunteering best practice.
9. To support the Volunteer Development Coordinator in developing and implementing project development plans.
10. Liaise with other CVS services to provide a seamless route of support to groups.
11. Work proactively with the CVS colleagues and partners in identifying emergent local priorities and developing resilient VCF organisations and services to meet needs.
12. To promote and generate (money, time, resources) in supporting the Sefton 4 Good philanthropy initiative including fundraising activities and events to generate resources and in-kind support for local good causes and initiatives.
13. Develop interventions and activities through Sefton 4 Good and on-line facilities, to donate by text, gift aid, crowdfunding, the donations of good and services and undertaking volunteering.
14. To develop the content of the Sefton4Good website to promote how businesses, organisations and individuals can support local charities through the project.
15. Prepare monitoring and performance reports in line with requirements from Sefton CVS and its funders.
16. Carry out other duties as required that are in line with the main duties and responsibilities of this post.

This job description is intended as an outline of the general areas of activity and responsibility for the post holder and may be amended in light of the changing needs of CVS.

PERSON SPECIFICATION

Assessment Methods Key:

AF – Application Form

C – Certificates

I – Interview

P - Presentation

| Personal Attributes Required | Essential (E) or Desirable (D) | Method of Assessment |
|---|--------------------------------------|-------------------------|
| <u>Skills and Experience</u> | | |
| Relevant qualification or personal experience of working with VCF sector organisations and local communities. | D | AF/C/I |
| Experience of working with volunteers and/or volunteer deploying organisations | D | AF/I |
| Experience of development work with or within the VCF sector | D | AF/I |
| Excellent organisation, communication and presentation skills | E | AF/I/P |
| Experience of supporting/organising community and fundraising events. | D | AF/I |
| Experience of designing and/or delivering short course training | D | AF/I |
| Proficient in using Microsoft Office, websites and use of social media | E | AF/I |
| Ability to network and build effective relationships | E | AF/I/ |
| Experience of monitoring and writing reports | D | AF/I |

Common Requirements for all Sefton CVS posts (essential)

Communication Skills

- To effectively communicate with different groups and individuals in various situations.

Interpersonal Skills

- To be able to form good working relationships with people from a wide range of social, cultural and ethnic backgrounds to enable you to achieve your goals and also to promote the reputation of Sefton CVS.

Organisational Skills

- To be able to plan and organise your own workload and manage your time.
- To be able to set up and maintain appropriate systems for the management and accurate recording of your work and the progress of others.

Team Working

- To be able to contribute to the Sefton CVS team and its overall effectiveness.
- To share skills, expertise and ideas with other CVS projects.

Information & Communication Technology

- IT literate; to be able to use Microsoft Office software such as Outlook, Word and Excel effectively.

Equal Opportunities

- To be committed to and understand equality and diversity practice and implementation in the workplace.

Voluntary Sector

- To understand the ethos, values and operating environment of voluntary, community and faith sector organisations.
- To have experience, either paid or unpaid, of working in the voluntary, community and faith sector.

General

The post-holder will be required to participate in staff development and use all relevant learning opportunities to improve personal skills. The post-holder will be required to confirm their eligibility to work in the UK in order to comply with employment legislation.

Where the job involves engaging in regulated activity, the successful candidate will be required to undergo a Disclosure and Barring Service (CRB) enhanced check before appointment is confirmed.

Confidentiality

The post-holder must maintain the confidentiality of all information and records relating to the work of Sefton CVS, in accordance with the organisation's procedures and policies.

Hours of Work

The post-holder must be prepared to work flexible hours, in line with the requirements of the post. This may involve some evening and occasional weekend work, for which time off in lieu will be granted, subject to Sefton CVS's policies and procedures and prior agreement with the line-manager. The post-holder will be expected to adopt a mature and common-sense approach to this arrangement.

Pension

A Group Pension scheme is in operation and Sefton CVS contributes 6% on behalf of all employees who have opted to join the scheme. All employees are also automatically entitled to Income Protection insurance and Life Assurance cover for the duration of their contract.

Annual Leave & Public Holidays

The annual leave entitlement is 26 days leave plus normal Bank & Public Holidays. The organisation reserves the right to close over the Christmas period. Employees are required to reserve the required amount of their holiday entitlement to cover these days.

Travel & Other Expenses

Reasonable expenses incurred in the course of duty will be reimbursed on receipt of a completed Sefton CVS Expenses Claim Form.

Equal Opportunities

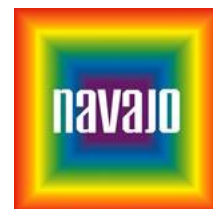
Sefton CVS operates an equal opportunities policy and is committed to a programme of action to make this policy effective.

Sefton CVS will work with individuals and others, where appropriate, to identify what reasonable adjustments can be made to accommodate access needs.

Navajo Charter Mark (LGBTQIA+)

Sefton CVS is committed to being an LGBTQIA+ friendly employer and provider of services.

In recognition of this, we were awarded the Navajo Charter Mark in 2012 for the steps we have undertaken to improve, and ensure the continued improvement of, our employment practices, service design, service delivery and access for LGBTQIA+ people within our communities.



Sefton CVS actively welcome people from LGBTQIA+ communities to apply for our job vacancies.

Disability Confident Employer

Sefton CVS have been awarded the Disability Confident Employer accreditation (previously Disability Two Ticks) in recognition of our commitment to the recruitment, employment, retention and career development of disabled people.



What we mean by disability: The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

Guaranteed Interview: The Disability Confident Employer accreditation includes a guaranteed interview for any disabled applicant who meets the common and specific requirements for a job.

How to apply: If you feel you are eligible for a guaranteed interview under the Disability Confident scheme, please complete and return the form found at the end of the Job Application document.

Living Wage Accreditation

In 2022, Sefton CVS were accredited as a Living Wage Employer in recognition of our commitment to ensure that all staff receive a Real Living Wage.



Additional Information

Unfortunately, owing to the number of applications received, it is not possible to offer individual feedback to candidates who have not been shortlisted.

If you have not been contacted within 2 weeks of the closing date, please assume that you have not been shortlisted on this occasion and please accept our thanks for your interest.

