Job Description

Job Title: New Leaf Volunteering Coordinator

Responsible to: Membership Services Manager

Salary: £24,164 (pro rata)

Hours: 22.5 per week

Location: Based at Crewe with travel across Cheshire East

Contract: Fixed Term to August 2019

This post is funded by European Social Fund (ESF) and Big Lottery as part of the Building Better Opportunities multi-agency 'New Leaf' programme.

The purpose of this post is to champion and promote volunteering through the New Leaf programme at CVS Cheshire East. The role will motivate, inspire and support people to volunteer, identifying relevant roles and placing them in these roles. The role will work with individuals of all ages and backgrounds. The role will work to ensure there is a vibrant volunteering culture within Cheshire East.

The post holder will be an ambassador that promotes volunteering locally and feels passionate about the benefits that volunteering can bring to charities and communities.

Role Description

- Write and produce press releases, case studies and other marketing material for the volunteering element of the New Leaf programme
- Work with partners to ensure volunteer placements meet the needs of individuals
- Work with partners to ensure a seamless referral process for New Leaf clients
- To manage any social media elements of the programme
- To interview volunteers and support them into relevant volunteer placements
- To undertake learning and development plans with new leaf clients, identifying goals and actions which would be met by the placement
- To identify potential new New Leaf Clients and ensure they are effectively supported to become a participant on the scheme.
- To identify and attend training or events which would support the referral of clients into volunteering placements, this includes making presentations about the project.
- To work with local voluntary and charitable groups to develop a range of volunteering opportunities and to ensure that New Leaf clients are placed as smoothly as possible in relevant placements and all paperwork is completed by the placement host.

Reporting Tasks

- To keep the CVS database up to date and use agreed methods to record outcomes of the programme
- To ensure completion of all New Leaf client and placement information, ensuring compliance with all New Leaf guidelines
- To send monitoring data to New Leaf on a monthly basis
- To provide information when required on the volunteer programme

Other responsibilities

- To work flexibly to meet the needs of CVS Cheshire East, including some occasional evening or weekend work, and to travel within the Cheshire area.
- To carry out any other duties appropriate to the post.
- To take part in meetings and training to develop their own skills, as appropriate
- The post holder must at all times keep their work within the stated aims and objectives of CVS Cheshire East and its policies.

This is not a final and complete statement of the duties attached to this post, which may need to be amended from time to time in accordance with the changing needs of the project and the organisation, following consultation with the post holder

Person Specification

Criteria	Specification	Essential/ Desirable	Assessment Interview / Application
Education	Educated to GCSE Level or equivalent	E	A
Skills and Experiences	Knowledge of developing innovative and creative methods to engage individuals in a project/activity	D	A/I
	Skilled in utilising social media as a communication and engagement tool.	D	A/I
	Good verbal communication skills and interpersonal skills	E	I
	Ability to relate to a wide range of individuals and groups	E	A/I
	Experience of delivering Volunteering support, advice or development opportunities within the voluntary and community sector	D	A/I
	Experience of working with volunteers / individuals including interviewing and assessment skills and developing tailored action plans	E	A/I
	Good written communication, organisational and planning skills	E	A
	Ability to organise and prioritise own work and complete work to agreed deadlines	E	A/I
	Ability to work as part of a team as well as independently	E	A/I
Knowledge	Good knowledge of the type of questions would be needed to identify an individual's goals	E	A/I
	Working knowledge of confidentiality; equal opportunities;	E	A/I
	Knowledge and experience of information management	D	A/I
	Good IT skills including experience of Office, excel etc	E	A/I
Behaviours	Ability to think creatively and actively come up with innovative ideas	E	A/I
	Demonstrate passion about the benefits that volunteering can bring to charities and communities	E	A/I

	Willingness to undertake own training and development	E	A/I
General	To work flexibly to meet the needs of CVS Cheshire East, including some occasional evening or weekend work	E	A/I
	Own car / the ability to travel within the Cheshire and North West area.	E	A/I