

# HULL AND EAST RIDING INSTITUTE FOR THE BLIND

## Job Description

- Job Title:** Volunteer Coordinator
- Reports to:** Income Generation & Marketing Manager
- Working hours:** Part time hours – 21hrs per week. Working hours vary. Evening and weekend work may be involved.
- Contract:** Initial one year contract

### Purpose of the Job:

Responsible for all aspects of volunteering within HERIB including assessing and meeting the charity's needs through the recruitment, placement and retention of volunteers.

This is a challenging role that calls for strong performance management, interpersonal and communication skills.

### Key responsibilities:

- researching and writing volunteer policies and procedures, including risk assessments;
- liaising with departments to understand how they work, develop partnerships and assess their volunteering needs;
- generating appropriate volunteering opportunities and role descriptions based on the needs of the organisation;
- raising staff awareness of the role and the function of volunteers;
- ensuring there is appropriate support and training for volunteers;
- promoting volunteering through recruitment and publicity strategies and campaigns;
- interviewing and recruiting volunteers and ensuring they are appropriately matched and trained for a position;
- providing inductions and training;

- monitoring, supporting, motivating and accrediting volunteers and their work;
- celebrating volunteering by nominating volunteers for awards and organising celebration events;
- offering advice and information to volunteers and external organisations through face-to-face, telephone and email contact;
- organising profile-raising events to attract new volunteers;
- managing budgets and resources, including the reimbursement of expenses;
- keeping up to date with legislation and policy related to volunteering and making any necessary modifications to accommodate changes;
- working with multiple agencies across different sectors in order to establish good working relationships to influence decisions about volunteering;
- monitoring and evaluating activities and writing reports for managers and trustees;
- maintaining databases and undertaking any other administrative duties.

A full clean driving licence and use of a car, for the purposes of visiting organisations and assisting volunteers with travel, is required.

### **Other Information and Additional Duties**

Risk assessments where appropriate

Build a positive rapport with HERIB colleagues

Be aware of and follow the relevant policies and procedures, including safeguarding and maintain confidentiality for all areas of the post.

To bring to the attention of the Income Generation & Marketing Manager any serious problems, needs of individuals or any Risk Assessment that are potentially high risk.

To undertake any other reasonable tasks, as necessary, or directed by the Income Generation & Marketing Manager.

All Staff are required to be sociable with all members and visitors.

Reviewed April 2017

Observe appropriate Health & Safety procedures and other Policies of HERIB.

All staff are required to work as part of a team for the benefit of visually impaired people. They are expected to be conscientious, adaptable and flexible in their duties.

It is expected that ALL staff will actively promote the work of HERIB as an independent charity for the provision of help, support and provision of services in various forms for the benefit of visually impaired people in Hull and the East Riding.

**You may be asked to perform other duties occasionally which are not included above, but which will be consistent with the role and promotion of team working within HERIB.**

### **Other Duties**

This Job Description is not meant to be exhaustive and the Company reserves the right to require the job holder to perform duties other than those listed according to the changing requirements of the charity.

This Job Description is subject to review and subsequent revision.