



## **Job Description – Volunteer Recruitment**

**Job Title: Volunteer Recruitment and Development Co-ordinator**

**Responsible to:** Senior Management Team

**Responsible for:** Volunteers

### **Purposes of the job**

- To contribute to the effective day to day operation of the scheme in accordance with the Home-Start Kirklees Memorandum & Articles of Association, Home-Start Standards & Methods of Practice, Home-Start Agreement and Quality Assurance Standards, Home-Start Volunteer Management Policy.
- To maintain high standards of practice in supporting families within the Home-Start model
- To ensure equality of opportunity, fairness and diversity in all aspects of the scheme's work
- Implement good safeguarding practice in all areas of work
- Working with staff and volunteers to maintain high standards of practice and family support within the ethos of Home-Start
- Contribute to the effective delivery and continuation of the Thriving Kirklees contract and any other contract/grant Home-Start Kirklees secures that affects volunteering activity

### **Main Responsibilities**

#### **Volunteer Recruitment and Marketing**

- Ensure Home-Start Kirklees attracts and recruits a broad range of diverse people with the right skills and experience to enhance the organisation and deliver quality support to service users
- Design and implement an annual recruitment plan to ensure a sufficient volume of volunteers are recruited to meet demand on service provision
- To develop and lead on volunteer recruitment and marketing volunteering opportunities across the Kirklees district
- Take particular responsibility for developing the diversity of Home-Start Kirklees volunteer pool, to attract volunteers from a wide range of communities, areas and life experience, including parents previously supported by Home-Start
- Make initial contact with prospective volunteers and to respond promptly to telephone and e-mail enquiries
- Interview and select suitable volunteers; ensuring a safe recruitment process in accordance with Safer Recruitment practice at all times

- Administration of all personnel paperwork and on boarding to preparation course
- Review and develop Home-Start Kirklees volunteer marketing materials
- Monitor and record response levels of a range of marketing strategies.
- Implement the full suite of policies of Home-Start Kirklees including equality and diversity, safeguarding, health and safety and managing volunteers
- Seek opportunities to give talks and presentations, and work with our Senior Management Team to seek media opportunities to promote volunteering for the charity

### **Volunteer Support and Development**

- Lead responsibility for promoting a nurturing environment where volunteers feel valued and appreciated with the emphasis on the motivation and retention of volunteers
- To work closely with the staff team to ensure the effective recruitment, support and development of volunteers
- To develop creative new ideas and proposals to improve our work with volunteers
- Contribute to the review of policies and procedures in relation to volunteering
- To ensure inclusion and diversity in all aspects of volunteering
- To maintain high standards of practice
- To develop volunteering partnerships with other charities, educational institutions and businesses as required
- Identify and respond to on-going training and developmental needs
- Work with SMT to identify potential funding for volunteer development
- Lead on analysis of volunteer turnover, assessing the reasons why volunteers leave, maintaining recruitment targets to meet desired volunteer numbers
- Collate and monitor volunteer information on database; manage the volunteer mailing list in line with Data Protection policy
- Work with SMT to implement a system for capturing outcome data and feedback from volunteers
- Support progression opportunities for volunteers
- Ensure the organisation adheres to the Investors in Volunteers quality standards

### **Supporting the work of the charity**

- Undertake work as delegated by the Senior Management Team to support the strategic management, development and future funding of the charity
- Comply with the charity's administration, monitoring and financial systems
- Contribute to and support the development of the Home-Start network locally, regionally and nationally

The post holder may be required to undertake any other duties that fall within the nature of the role and responsibilities of the post as detailed above.

This job description is current as at August 2020

### Person Specification – Volunteer Recruitment and Development Co-ordinator

Essential and desirable skills, abilities, experience, knowledge and special requirements for the post of Co-ordinator.

This form also indicates how the different requirements may be assessed during the selection process:

A = Application Form, I = Interview, E = Exercise

Person Specification			
ESSENTIAL	Method of Assessment		
	A	I	E
<b>Education and qualifications</b>			
Good standard of education (GCSE, NVQ level 3 or equivalent)	✓		
<b>Employment History</b>			
Relevant previous/current employment with the recruitment and support of volunteers	✓	✓	
Experience of working in the voluntary sector as a volunteer	✓	✓	
<b>Supporting families</b>			
Understanding of the needs of families with young children	✓		
Knowledge of current legislation and policies relating to children and families	✓		
<b>Marketing</b>			
Experience in full use of social media platforms	✓	✓	
Experience in designing and keeping websites and promotional materials up to date and current	✓		
<b>Working in partnership and in the wider context</b>			
Promotional skills		✓	
Presentation skills		✓	✓
Ability to work as part of a team	✓		
<b>Self-management/personal attributes</b>			
Interpersonal skills	✓	✓	
A positive and creative approach to tackling tasks	✓		
Commitment to good safeguarding practice	✓	✓	

<b>Person Specification</b>			
Knowledge of and commitment to equal opportunities and anti-discriminatory practice	✓	✓	
Understanding of the need for professional confidentiality & protection of personal data	✓	✓	
Good, effective written and verbal communication skills	✓		
Negotiating skills	✓		
Ability to work on own initiative	✓		
Ability to establish and maintain effective relationships with a wide range of people	✓		
IT literacy	✓		
<b>Special requirements</b>			
Able to work flexibly, some evening or week-end work	✓		
Willingness to access training opportunities	✓		
Car driver and use of own car	✓		
Eligibility to work in the UK	✓		
<b>DESIRABLE</b>			
Experience of caring for young children	✓		
Ability to develop and deliver training	✓		