

Volunteer Development Worker

Job Description

Grade: equivalent to NJC Grade 6, SCP 26-28, £22937 - £24472

Responsible to: Project Manager

Responsible for: core volunteers

Open to job-share.

Appointment subject to DBS check.

Purpose:

To develop high quality volunteering opportunities for the project's core volunteers, to support their skills development/employability/capacity to participate in the community and enable them to contribute meaningfully to the production of the newspaper.

Main duties and responsibilities:

Volunteer co-ordination:

- Recruit volunteers to take part in the project, targeting identified disadvantaged groups.
- Review and improve support systems for volunteers including induction and personal development planning.
- Conduct regular supervision sessions, annual appraisals and exit interviews with all core volunteers.
- Assist the Project Manager with the allocation of stories/reports by evaluating the skills/capabilities of volunteers.
- Supervise and support volunteers in covering stories and in management of the Burngreave Messenger website
- Review and improve volunteer policy; ensure all organisational policies take into account the needs of volunteers.
- Develop and maintain systems to monitor the effectiveness of training and other volunteer activities.
- Authorise volunteer expenses.
- Organise twice yearly volunteer events.

Volunteer training:

- Scope, plan and deliver volunteer training courses/workshops/events with clear learning outcomes that will support volunteers' skills development/employability/capacity to participate in the community and enable them to contribute to the production of the newspaper.
- Deliver training sessions/workshops to young people (starting at KS2) and adults in various topics related to producing a community newspaper.
- Liaise with targeted organisations and Project Manager to develop training/volunteering opportunities appropriate for the skills and interests of their members/users.
- Liaise with external trainers to plan/deliver relevant elements of training (e.g. photography/

video production)

- Regularly review and act upon feedback from core volunteers and participants in training, apply learning to future development.

General duties:

- Report to the Management Committee and funders as required on the extent and effectiveness of volunteer training/activities.
- Support Project Administrator with the recruitment of interns/apprentice and alignment of work tasks with training/development needs.
- Deputise for the Project Manager within networks and with partners as appropriate.
- Other duties as may be required consistent with the duties and grade of the post.

Person Specification

Heading	Description	E/D	Evidence
Experience/ knowledge	Minimum of two years' experience working with volunteers to deliver a service or project.	E	A
	Experience of providing training, guidance and/or support to others in a work or project context.	E	A/I
	Knowledge and understanding of the support needs of volunteers from a wide range of backgrounds.	E	A/I
	Knowledge and understanding of Burngreave or similarly diverse area.	E	A/I
	Knowledge of the voluntary/community sector and issues affecting the sector.	D	A/I
Skills/ attributes	Understanding of the aims and values of the Burngreave Messenger.	E	A/I
	Excellent interpersonal skills, including the ability to adapt communication style/method as appropriate.	E	A/I
	Ability to identify development opportunities and learning outcomes for individuals and groups.	E	A/I
	Excellent written English.	E	A
	Strong organisational skills, including the ability to manage time and priorities, work to deadlines and evaluate effectiveness of work activities.	E	A/I
	Ability to work independently, take initiative and creatively meet work objectives.	E	A/I
	Sound administrative and IT skills, including use of Microsoft Office.	E	A/I
Other	Willing to work flexibly to meet the needs of the project, including some evenings/weekends.	E	A/I

E = Essential
D = Desirable
A = Application Form
I = Interview