



## **Job Description – Volunteer Coordinator (Calderdale)**

**Hours:** 18.5 hours

**Salary:** (£27,344 to 29,439 – per year pro rata)

**Contract:** Fixed Term

**Based at:** Calderdale, Halifax Office.

### **Main purposes of the role:**

- To coordinate all aspects of volunteering, offering support and training to volunteers to enable them to further contribute to WomenCentre's work with women and girls.
- To support volunteer wellbeing and development.

### **Main duties:**

- To support the volunteer team, across the week, in their roles. Being the first point of contact for volunteers who are supporting women in reception.
- Recruit, engage, induct, develop, supervise and support volunteers for different projects in line with WomenCentre policies and procedures.
- Ensure that volunteers have the necessary training to carry out the tasks that they wish to do and to enhance their skills and abilities for their long-term development.
- Meet with volunteers regularly to review activities and engagement.
- Maintain accurate records for all volunteers, including recording activities using Oasis, our internal database systems.
- Complete exit interviews with volunteers and ensure any feedback is acted upon.
- Ensure that volunteering is valued and celebrated by the organisation.
- Develop and maintain partnerships to enable and enhance volunteer recruitment.
- Work effectively and flexibly with colleagues and managers to ensure that high professional standards are maintained.
- Work with the other Volunteer Coordinator in the organisation to develop volunteering and support consistency and collaboration across sites.

- Contribute to and promote WomenCentre services, campaigns and training.
- Attend and contribute to conferences, seminars and training.
- To attend regular supervision and team meetings as appropriate.

**General:**

- Cooperate fully with colleagues and be flexible when assisting them in responding to work requirements.
- Ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations.
- Comply with the WomenCentre policies, including those around confidentiality and data protection.

The above job description is not intended to be exhaustive; the duties and responsibilities may therefore vary over time according to the changing needs of the charity.

**Safeguarding:**

WomenCentre is committed to safeguarding the welfare of children, young people and adults at risk and expects all staff and volunteers to endorse this commitment. The employee must act to protect all children, young people and adults at risk that they interact with, in line with WomenCentre Safeguarding Policies.

**Health and Safety:**

WomenCentre is committed to the health and safety of staff, volunteers and all who use our services. The employee must fully endorse, demonstrate and carry out the health and safety policy.

Supervision Received from:

Line management supervision from a manager located in each area

Responsibility for Assets

The post holder may have access to confidential and sensitive information and to equipment holding it.

Internal Contacts

Staff, Volunteers, Board of Directors, Service Users, Children.

External Contacts

Local voluntary and statutory organisations, members of the public and children

**This post is open to women only - Equality Act 2010, Schedule 9, Part 1 applies**