

**Rural North West Peterborough**

**Good Neighbours Scheme**

**Coordinator – Job Description**

**SALARY:** £10.00 per hour

Contract: 1 year fixed term (with the possibility of renewal dependent on funding)

Hours of work: Up to 50 hours per Month

**Responsible to:** The Rural North West Peterborough Good Neighbours Scheme Trustees

The organisation: The Rural North West Peterborough Good Neighbours Scheme is a newly established charitable organisation set up to improve the health and well-being of the residents of a number of the villages in the Rural North West Peterborough area. This will involve helping to provide assistance for the sick, elderly and disabled as well families and children experiencing challenging circumstances. The charity will also aim to provide information and guidance to help gain access to support services provided by local and national bodies, both voluntary and statutory.

**The Purpose of the role:**

The role of Coordinator is to support the trustees and volunteers in delivering such services as transport, home visiting, home assistance, be-friending and other services to help relieve their need and improve the support and wellbeing of residents.. This will involve both the provision of services directly and by liaising with other partners such as Peterborough City Council.

**KEY RESPONSIBILITIES**

The Coordinator will plan and co-ordinate a professional programme of volunteer activity by:

1) Managing the organisation of volunteers, through building and supporting the trustees and volunteers to deliver the aims and objectives of the charity.

2) Creating volunteer policies and implementing these effectively. Keeping up to date with legislation and policy related to volunteering and making any necessary modifications.

3) Work with the charity’s trustees, volunteers and advisory groups to develop volunteer tasks. Identifying ongoing volunteer opportunities and create role descriptions based on the needs of the organisation.

4) Lead on the recruitment and selection of volunteers. Organising and managing the induction and training of volunteers as well as providing ongoing support and supervision of volunteer and drawing up rotas.

5) Establish and maintain a directory of available services and resources and supporting the volunteer team to access them.  This will involve establishing good relationships and communications with statutory services and other voluntary organisations.

6) Managing effective communication to build relationships with potential and existing volunteers through a range of media; including newsletters, press releases, social media, website, email and other formats.

7) Maintain volunteer records, take up references and DBS checks. Ensure volunteers work following best practice guidelines, in line with the governance and safeguarding principles of the charity.

8) Organise regular feedback sessions and share updates across the organisation. Monitoring and evaluating activities and writing reports for the trustees, advisory groups and funders as required.

9) To ensure that the coordinator is contactable during the core advertised hours of availability (to be agreed with Trustees). This is an interesting and varied role, so the post holder will be need to have a flexible approach to work and attend occasional evening and weekend meetings.

10) Communicating with clients to ensure that the delivery of assistance has been carried out satisfactory manner.

11) Communicate with other organisations and service provider’s to ensure all required assistance is provided.

**General:**

The post holder will be required to be flexible to the changing needs of the organisation and as such undertake tasks and responsibilities not specifically listed here but relevant to the smooth running of the charity, including general administrative tasks and aspects of service delivery, as directed by the trustees.

The successful applicant would be required to provide two references and also be prepared to have a DBS check carried out.

**PERSONAL SPECIFICATION**

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| **Attribute** | **Essential/Desirable** |
| Excellent communication skills | Essential |
| Experience of working with volunteers | Essential |
| Understanding of the legislation and best practice on volunteers | Desirable |
| Competency in Microsoft Office | Essential |
| Commitment to a positive framework of equal opportunities | Essential |
| Commitment to high quality standards | Essential |
| Flexible working hours, which may include occasional weekend and evening work | Essential |
| The ability to work as part of a team | Essential |
| Experience of delivering training | Desirable |
| Experience of health and safety best practice | Desirable |
| Excellent time management skills and ability to meet targets and deadlines | Essential |
| Book keeping and payroll | Essential |
| An understanding of safeguarding issues and risk management | Desirable |
| Clean driving licence and vehicle | Essential |
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