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**Information Sheet**

**Volunteer and Activities Coordinator**

**Closing Date 3rd October 2021**

**Interview Date 19th October 2021**

**Start Date ASAP**

St George’s Lupset, known locally as St George’s Community Centre is a registered charity and community enterprise, providing services to the residents of Lupset and West Wakefield. These include:

* Four Childcare settings, (two in Lupset and two others in Eastmoor and Sandal)
* Young Peoples Service
* Training and Employability service
* Health and Wellbeing Activities

**Post Available**

This is an exciting opportunity for a passionate person to deliver our LIVE Programme.

We need your expertise to develop and implement a strategic volunteer and activities plan that promotes the services and activities delivered by St George’s and ensures our partners, funders and most importantly the community are aware of St George’s offer.

Using the ABCD principle you will lead and support a wide range of services, developing new groups and activities for the community. A desire to effect positive change and the ability to link effectively with a range of people will be vital to the success of this role.

We are looking for people who have a good knowledge of the VCS, are passionate about supporting volunteers and have the motivation to make a difference.

You will have extensive knowledge of the areas community activity and be able to demonstrate your ability to connect locally and identify volunteering opportunities for local people, as well as gaps in the local community to develop peer-led group activities.

You will need excellent communication and IT skills with knowledge of Microsoft Office, be forward thinking with monitoring and evaluating using an outcomes-based approach.

Salary: Band D1 £22,400 -£24,200

Hours: 37 hours per week, funded for 3 years by Reaching Communities.

Why work for St George’s? We offer the following:

• Good rates of pay with the opportunity for an annual increase based on performance.

• Pension Scheme - employer contribution up to 5%.

• Generous holiday entitlement of 26 days plus bank holidays.

• Training opportunities to support an individual’s training and development plan.

• A supportive and caring environment.

• Six-month induction and mentoring support.

**How to Apply**

We usually have a three-stage application process made up of a formal application, working interviews, and formal interviews. These three stages help us to assess your skills, abilities and knowledge and help you to get to know our organisation and job requirements. If you are unsuccessful at any stage of your application, you will be informed and given feedback if you require it.

1. **Application Form**

In the first instance, please complete the application form detailing how you meet the criteria on the Person Specification. Please read these carefully and be sure to demonstrate in your application form how you meet the essential criteria by providing examples of previous experience or knowledge. Please send the application form to Tracy Scholey, St George’s Community Centre, Broadway, Lupset, Wakefield WF2 8AA or email to recruitment@stgeorgeslupset.org.uk. Once we have received your application form it will be assessed against the Person Specification contained in the Job Description.

1. **Working Interviews**

If you are successful at application you will be invited to the centre to take part in a working interview. You will have the opportunity to work alongside staff and volunteers in the Community Centre.

1. **Interviews**

If you are successful at stage 1 you will be invited to attend an interview where you will be asked a number of questions by a small panel and asked to deliver a task related to the post. You will then have the opportunity to ask questions of the panel.

**Safeguarding Statement**

* St George’s Lupset Ltd (St George’s) is committed to safeguarding and promoting the well-being of all children, young people and vulnerable adults and protecting them from harm.
* St George’s recognises that children, young people, and adults can be vulnerable and rely on the support of adults and the wider community to help them reach their full potential.
* St George’s respects all people irrespective of gender, sexuality, race, culture, religion, or economic status and believes that they have the right to feel safe in an environment where they are free from exploitation and fear.
* This commitment is shared by trustees, staff, students, and volunteers working at or with St George’s.



Job Description

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| Post Title: Volunteer and Activities Co-ordinator | Reporting to: Wellbeing Service Manager |
| Responsible for: Volunteers | Location: St George’s Community Centre, Lupset and Various Community Venues |
| Grade: Provisional Band C3 subject to Job Evaluation starting at £20700 | Post Reference No: AW10 |

1. **Objectives of Role**
2. Reporting to the Wellbeing Service Manager (WSM), the Volunteer and Activities Coordinator will assist with the **development of the LIVE (**Lupset Inspiring Volunteering Engagement**) project**, ensuring local people involvement will be critical to the success of this project and will guide its work to meet the requires of the Reaching Communities funding (Lottery)
3. **Recruiting and supporting local volunteers** including advertising and networking with partners, Supporting the recruitment processes, devising and delivering training and conducting volunteer supervisions.
4. **Work with the community to develop new groups and activities,** utilising a community development approach expand the range of opportunities available to residents.
5. To support the WSMto**monitor the progress of the LIVE** project to meet its targets and outcomes.

**B. Main Duties and Responsibilities**

1. **To develop the Live Project** 
   1. Building new and existing relationships with within the community by engaging with groups and individuals and organisations.
   2. Applying a Community Development Approach (ABCD) to identify with them their assets, needs, opportunities, rights, and responsibilities to enable services to be developed.
   3. Develop and improve places and spaces that will support the development of the Volunteer and Activities strands of LIVE.
   4. Establish systems and process to meet the outcomes of LIVE in line with the Project plan.
2. **Recruiting and supporting local volunteers**
   1. To recruit, train, induct and support local volunteers to help others and themselves in their community.
   2. To identify with individual volunteers their aspirations and develop am action plan to support them.
   3. To supervise and monitor the work of volunteers within St George’s procedures and protocols.
   4. Work with the other staff in support of the project’s volunteering strategy.
   5. To recognise and celebrate the contributions made by volunteers
3. **Work with the community to develop new groups and activities**
   1. Liaise with the community and other organisations to identify needs.
   2. Identify and build on existing resources and assets
   3. Undertake outreach work to build trust and connections in the community working alongside other St George’s colleagues.
   4. To work with the WSM to coordinate and support volunteers, sessional staff, or freelance workers to deliver new services.
4. **Monitor the progress of the LIVE**
   1. To develop a systematic approach to gathering evidence to demonstrate the outcomes of LIVE
   2. To provide quantitative and qualitative evidence of volunteers’ journeys and activities
   3. To ensure Charity Log is kept up to date to support the monitoring and evaluation process
   4. Write reports and share learning across Wakefield District and with the National Lottery
5. **General duties - Safety, Equality & Diversity, Quality and Safeguarding**
   1. To work collaboratively with other staff at St George’s Lupset Ltd to ensure that planning for the whole company is cohesive, promotes intra-departmental partnerships and meets the wider aims of St George’s Lupset Ltd.
   2. To be responsible for health & safety of self, staff and service users within service area.
   3. To comply with data protection, GDPR and information sharing systems.
   4. To maintain safeguarding standard’s in all aspects of work with colleagues, volunteers and community members.
   5. To attend organisation meetings as and when required, to present, give information and update on your area of responsibility.

**E. Scope of Responsibility**

**E1 Responsibility for Supervision, Direction of Employees**

Day to day responsibility for directing and co-ordinating the volunteering project including regular supervisions (up to 30)

Day to day responsibility for directing and co-ordinating the work of freelance and sessional workers linked to the project.

**E2 Responsibility for Physical Resources**

Responsible for all data, electronic and paper relating to the project

Occasionally produces written reports as required by Trustees or funders.

**E3 Responsibility for Budgets**

Occasional use and authorisation of petty cash in line with Financial Procedures.

**E4 Level of Contacts, Customers and Clients**

Regular contact with service users and the general public to consult advice and sign post and deliver services.

Regular contact with volunteers

Regular contact with outside agencies to ensure the project aims are met.

Occasionally required to attend multi agency meetings to given feedback on the project or individuals.

Responsible for designing and delivering training for Volunteers.

**E5 Levels of Independence and Initiative**

Works independently to deliver the outcomes of the project in line with the strategic aims of the organisation

Some decisions would require the agreement of Line Manager, CEO or Board**.**

**E5 Working Conditions and demands**

Regularly required to work outside within the Community

Some office/home working (approval needed)

Occasionally required to work outside of normal working hours.

May encounter difficult situations

Some lone working.

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| Personal Qualities | **Person Specification:** | ***How Identified*** |
| Education and Training | 1. Degree in a relevant subject (community development, community studies, youth work or social sciences) (D) 2. English and Maths to level 3 or willingness to gain (E) 3. Safeguarding training (E) | 1. Application form/Certificate 2. Application form/Certificate 3. Application form/Certificate |
| Knowledge and Skills | 1. Knowledge and understanding of community development and practice. (E) 2. Knowledge of outcomes based reporting (D) 3. ICT skills and competency in Microsoft Office. (E) 4. Understanding of the effects that poverty has on the health inequalities some communities(E) 5. Understanding of the disproportionate effects that COVID can have on the communities identified in the Equality Act 2010 (E) | 1. Application form/Interview 2. Application form/Interview 3. Application form/Interview 4. Application form/Interview/Presentation 5. Application form/Interview/Presentation |
| Relevant Experience | 1. Community engagement experience with the skills to motivate the community to get involved (E) 2. Two years’ experience of work in a related area with volunteers or communities. (E) 3. Five years’ experience of working paid or unpaid in with volunteers(D) | 1. Application form/Interview 2. Application/Interview/reference 3. Application form/Interview |
| Management | 1. Ability to prioritise own work and demonstrate initiative(E) 2. Ability to organise, support and monitor the work of volunteers (E) 3. Previous management of projects and grants(D) | 1. Application form/ interview/reference 2. Application form/ interview/reference 3. 13. Application form/ interview/reference |
| Approach to Work | 1. Strong interpersonal skills with an ability to build and maintain relationships based on trust and respect. (E) 2. Confidence, adaptability, and resilience with an ability to respond flexibly to the needs of local people. (E) 3. Willingness to work with different communities and move easily between locations (E) 4. Team worker and supportive to the needs of the colleagues (E) | 1. Application form/Reference 2. Application form/Interview/Reference 3. Application form/Interview 4. Interview/Reference |
| Attitudes | 1. Committed to Diversity, Equality and Social inclusion and respect the values of St George’s (E) | 1. Application form/Interview/reference |
| *St George’s Values: It matters to us that we provide a safe and healthy environment free from exploitation and fear.*  *Respect for all, Encouraging and Motivating, Committed to Making a difference, Passionate about our work* | | |

**Application Form**

Office use only

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1. **Post Details**

Post Title(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Personal Information**

Mr / Mrs / Miss / Ms / Other

Surname / Family Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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If you have an email this will be used for all correspondence.

**Rehabilitation of Offenders Act 1974**

Because of the nature of work for which you are applying, this post is exempt from the provisions of section 4 (2) of the Rehabilitation of Offenders Act 1974 By virtue of the Rehabilitation Act 1974 (Exceptions) Order 1975.

Have you ever been convicted of an offence: Yes ( ) No ( )

If yes please provide details. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Applicants will be judged on their ability to perform the duties of the post and convictions will only be considered if they are relevant to that type of work. Due to the nature of the position, the person appointed would have to be cleared for Child Protection purposes in line with Working Together to Safeguarding (2013). This will include an enhanced Disclosure and Barring Service check (DBS).

I declare that all the information given by me in this application is accurate. I understand that any false information given in this application may render an offer of employment invalid and may lead to termination of employment.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**This sheet will be removed prior to short listing**

*This section will be detached prior to short listing and will not be used as part of the short-listing process.*

**EQUAL OPPORTUNITIES STATEMENT.**

St George’s Lupset Ltd is an equal opportunities employer. All applicants will be considered on the basis of suitability for the post, regardless of sex, race, marital status, religion, disability, or sexual orientation. In order to monitor the effectiveness and success of the policy, it is important that you complete the questionnaire below.

The details given in this part of the form are confidential and will not be considered in any way during the appointment process.

Please tick the appropriate boxes.

**Age Group**

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| 16 - 24 |  | 25 - 34 |  | 35 – 49 |  | 50 + |  |

**Ethnic Origin**

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| --- | --- | --- | --- |
| Asian - Bangladesh |  | Black - Caribbean |  |
| Asian - EEC |  | Black - EEC |  |
| Asian - Indian |  | Chinese |  |
| Asian - Pakistan |  | White - EEC |  |
| Asian - Other |  | White – Non EEC |  |
| Black - African |  | Other |  |

**Gender**

|  |  |  |  |
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| Female |  | Male |  |

***This form will be kept entirely separate to the rest of the application.***

**Present or most recent employment**

Office use only

Job Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Appointed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Salary/Wage\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Notice Required \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date left (if relevant)\_\_\_\_\_\_\_\_\_\_\_

Briefly summarise your main duties and responsibilities and reason for leaving if relevant.

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**Referees**

Please give the names, occupations, addresses and telephone numbers of two referees, one of who must be your present or most recent employer. At least one Referee must be available for contact prior to the interview. **Please ensure you have permission to use this person as a** **referee**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title/Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title/Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Tele No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tele No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How do you know this person? How do you know this person?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

May we contact this referee before interview? May we contact this referee before interview?

Yes ( ) No ( ) Yes ( ) No ( )

If you are successful in being invited for an interview do you have any specific requirements, i.e. an interview on the ground floor, information provided large print etc.? If so, please provide details

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Secondary/Further/Higher Education** | | | |
| **Please list any qualifications gained or being taken, putting the most recent first.** | | | |
| **School/college or University** | **Qualification** | **Grade** | **Date** |
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| **Training and short Courses** | | | |
| **Training Provider** | **Training** | **Grade** | **Date** |
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Summary of previous employment most recent first, please also identify any periods when you were not working, please do not list student placements. Please use additional sheet if required.

**Any extra sheets must be numbered please do not put your name on them**

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| --- | --- | --- | --- | --- | --- | --- |
| **Job title or reason for not working i.e. career break, unemployed** | **Employer, including full address** | **Date** | | | | **Reason for leaving** |
| **From** | | **To** | |
| **M** | **Y** | **M** | **Y** |  |
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**Information to support your application**

Please support your application by describing what particular experience, skills and abilities you can bring to the job. Match your skills to the person specification; these may include skills developed in paid or voluntary work, or through family and leisure activities. You may continue on a separate sheet. Please also limit to **500** words the ‘information to support your application’ section of the application form.

**Any extra sheets must be numbered please do not put your name on them**

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