



Community Volunteer Coordinator

Based - Gainsborough Community Library, Clapgate Lane, Ipswich, IP3 0RL

Hours - 17 hours per week, flexible.

Salary - 14k – 16k pro rata depending on experience

Responsible to - Gainsborough Community People's Forum & Gainsborough Library Manager

Contract - 1 year minimum, reviewed yearly

This position is funded by Gainsborough Community Peoples Forum, through PHT funding. The employer for this position is Suffolk Libraries.

The Volunteer & Events Coordinator will be responsible for setting up and implementing a volunteer engagement programme as part of the on-going community development activities in the Gainsborough Ward

Job Specification

The successful candidate will have a knowledge of and passion for making a difference in the area. They will have experience of working with volunteers, community groups and young people in delivering tangible project outcomes. They will have good communication and interpersonal skills and be able to work on their own initiative. To this end, experience of working with volunteers and/or community groups on community development projects is essential.

MAIN ROLES AND RESPONSIBILITIES OF THE POST

- Liaise with Gainsborough Community People's Forum to develop a volunteer recruitment and engagement programme
- Assist community youth worker and community groups to deliver a series of events, activities and training to a wide range of groups and individuals including young people.
- Support community youth worker and volunteers to provide new relevant initiatives and programmes
- Assist with funding bids and written reports as required
- Identify and facilitate appropriate training and learning opportunities for volunteers
- Prepare a skills audit, volunteer induction programme for new volunteer placements and coordinate the volunteer team.
- Contribute to the marketing and promotion of events and activities.

- Manage the day to day running of volunteer activities.
- Be responsible for health and safety related to all activities.
- Assist in monitoring and evaluation of the project.
- Report to the Gainsborough Community People's Forum
- Ensure that equality, diversity, wellbeing and sustainability are valued and embedded into services
- Help to embed the values and principles of Community Development and Well Being into all aspects of the work
- Act within Suffolk Libraries procedures with regard to equal opportunities and equalities.
- Attend regular staff and supervision meetings outside of normal work session

FLEXIBILITY

Your attention is drawn to the fact that some duties and responsibilities are difficult to define and may vary from time to time without altering the general character of the duties and levels of responsibilities entailed. In addition it is a requirement of this post holder that they accept elements of flexibility in duties and responsibilities

The successful applicant will be employed subject to satisfactory references and enhanced DBS check