



## Job Description

Title:	<b>Volunteer Coordinator</b>
Salary:	Point 18 on the NJC Pay Scale £27,344 per annum pro rata (£16,628 based on 22½ hours per week)
Hours:	Up to 22½ hours per week, usually to be worked during normal office hours, with some occasional evening or weekend hours required.
Accountable to:	Head of Communities
Location:	East Sussex – optional office bases at Eastbourne, Uckfield, Hastings and Lewes with hybrid and/or remote working available. The post includes some travel within East Sussex.
Job Purpose:	To coordinate and develop Care for the Carers' volunteering programme in line with carers' needs, organisational values and strategic objectives. To recruit and support volunteers across different roles in the organisation.
Responsible for:	Team of Volunteers
Functional Relationships with:	Cares across East Sussex, Care for the Carers colleagues and volunteers, voluntary, community and statutory sector partners.

### Key Responsibilities:

1. Develop and implement a SMART action plan for the recruitment, support and retention of volunteers.
2. Work with colleagues across the organisation to establish a range of volunteer opportunities to meet carers' needs and support the organisation's strategic objectives.
3. Recruit volunteers to varied roles and projects.
4. Provide day-to-day management support, induction, training and coaching, regular one-to-one meetings, and performance development for a team of volunteers, through face-to-face and/or online/phone contact.
5. Ensure that volunteers carry out their roles effectively and appropriately, and that Care for the Carers services are delivered to a high quality.

6. Develop strong engagement and communication with the volunteer team, including newsletters, events and other contact.
7. Work in partnership with Care for the Carers colleagues also line managing volunteers, to embed a consistent and high quality organisational approach to recruitment and support of volunteers.
8. Implement risk assessments and consider any safeguarding issues as appropriate to volunteer roles.
9. Work closely with the Communities Team colleagues to proactively identify and action opportunities to promote volunteering and raise awareness of unpaid carers in East Sussex, including national campaigns such as Volunteer Week and Carers Week.
10. Promote Care for the Carers and develop partnerships in East Sussex by attendance of meetings, local forums and networking with professionals who work with carers and/or support volunteers.
11. Ensure all work is recorded on the Care for the Carers database, monitor and evaluate work and provide clear reports on the progress and impact of our volunteering offer as required.

### **General**

1. Take an active part in team meetings and management meetings.
2. Actively participate in own supervision and training.
3. Act at all times in accordance with Care for the Carers' policies and in a way that will ensure the reputation of the organisation is maintained.
4. Carry out all the above with an understanding of and commitment to Equality and Diversity.
5. Carry out any other duties commensurate with the level of the post, as agreed with the line manager.

**Please note, this Job Description is intended to outline the main duties of the post and may change as the post and organisation develops.**

November 2022