



# Volunteer Development Co-ordinator

for Impact Arts'

## Creative Ageing Volunteer Development Programme

### Job Information

**Job title:** Volunteer Development Co-ordinator

**Salary:** £24,000 per annum

**Based at:** The Factory, 319 Craigpark Drive, Glasgow, G31 2TB or  
60 Bank Street, Irvine, KA12 0LP

**Travel:** Travel will be required across Renfrewshire and East Renfrewshire and to our office base in Glasgow and North Ayrshire

**Reporting to:** Senior Programme Manager

**Duration of contract:** 18 month fixed term contract

**Working Hours:** 37.5 hours per week over 5 days: Monday - Friday

**Qualifications & Experience:** Qualified to SCQF Level 9 or above

Experience in recruiting, supporting and managing volunteers, and/or engaging with older members of the community is desirable

**Other Essentials:** Subject to PVG | Disclosure Scotland check

**Closing date:** 5pm on Monday 9th October 2017

**Interviews:** Week commencing 16<sup>th</sup> October 2017

**Expected Start Date:** November 2017



## Company Values

**Quality:** Doing the very best job we can.

**Profile:** Committed to raising awareness of the role that the arts has to play in enabling and empowering social change.

**Growth:** Continuous improvement of company practices to meet increasing demand.

**Innovation:** Trying new ways of doing things – developing creative solutions for society's big issues.

**Teamwork:** We recognize the role that we each have to play in the success of Impact Arts and our partners.

**Flexibility:** Maintaining a balance between planning future work and responding to new opportunities as they arise.





## **Purpose**

To coordinate the recruitment, training and management of volunteers delivering creative programmes with older people across Renfrewshire and East Renfrewshire. To maximise the social, health and creative benefits of volunteers and the local community.

## **Main Responsibilities:**

Manage the recruitment of volunteers to ensure that the Creative Ageing Volunteer Development Programme has sufficient and suitable volunteers at all times.

Ensure that volunteers are inducted, trained and managed in accordance with Health and Safety requirements and in a manner which enables them to maximise their contribution to the Creative Ageing Volunteer Development Programme.

Provide day to day supervision and support to ensure the welfare of all volunteers.

Develop and implement volunteer training material as appropriate to meet the needs of the Creative Ageing Volunteer Development Programme.

Develop training opportunities for volunteers to ensure that interest is maintained by enabling volunteers to undertake activities in accordance with their skill level and availability.

Coordinate community placements working with older people for all volunteers.

Develop opportunities for peer learning among groups of volunteers

Maintain accurate records in relation to volunteers' activities and progress

Work within the evaluation framework and processes of Impact Arts, ensuring all necessary data is recorded accurately, consistently and frequently.

Develop partnerships with relevant agencies and community organisations including housing providers and third sector organisations to advance and secure training opportunities and support for volunteers.

Work closely with volunteers, stakeholders, customers and colleagues in order to meet the needs of those groups in relation to the role

Ensure that volunteers comply with the Company's Health and Safety requirements at all times.



Ensure that volunteers comply with the Company's policies and procedures and all relevant legislation at all times

Undertake training as directed.

Work with other staff to ensure cohesive and cooperative working practices across the Company.

Assist in the wider activities of Impact Arts as required.

### **Qualifications and Experience**

Qualified to SCQF Level 9 or above

Experience in recruiting, supporting and managing volunteers, and/or engaging with older members of the community is desirable

### **Technical Skills and Knowledge**

Efficient IT skills including Word, Excel and PowerPoint

Excellent communication skills, both oral and written

Excellent interpersonal, organisational and planning skills

Planning and delivering effective training

Negotiating and influencing skills, and ability to motivate others

Analytical and problem-solving skills

Energy and commitment

Flair and imagination

An understanding of confidentiality in handling sensitive personal data (in accordance with Data Protection guidelines and legislation)

### **Personal Skills and Qualities**

Ability to think strategically and imaginatively



Able to provide excellence in all reporting and be punctual

Approachable, empathetic manner

Ability to develop good working relationships with staff at all levels

Resilience when faced with a high workload, deadlines and/or stressful situations

Ability to work on own initiative and be self motivated

Non judgemental

Ability to work quickly and accurately

Level headed and fair

You will be open-minded, fair and non-judgmental and share Impact Arts' vision and values.

### **PVG Scheme**

Successful candidates will be required to join the PVG scheme or to apply for a PVG update.

### **To apply:**

Please visit [www.impactarts.co.uk](http://www.impactarts.co.uk) to download an application form.

All completed applications should be sent to [jobs@impactarts.co.uk](mailto:jobs@impactarts.co.uk) by 5pm on Monday 9th October 2017.