



# Voluntary Action Arun & Chichester

## **JOB DESCRIPTION**

**Job Title:** Volunteering Advisor

**Employer:** Voluntary Action Arun and Chichester

**Responsible to:** Office and Communications Manager

**Location:** Working across Arun and Chichester

**Base:** Bognor Regis Town Hall and home based

**Salary:** NJC scale 20, £25,991 pro rata

**Hours:** Part-time, 25 per week

**Contract:** 2 years initially

### **Purpose of the role**

- To provide an efficient service which supports Arun and Chichester community groups and charities and enables them to recruit, manage and support volunteers effectively and in accordance with current Government guidelines.
- To represent Voluntary Action Arun and Chichester and the Arun and Chichester Voluntary and Community Sector at strategic meetings with statutory, private and voluntary groups and with other members of the West Sussex Infrastructure Alliance.

### **Working with Voluntary Groups**

Assists voluntary and community groups in finding suitable volunteers to meet their needs by:

- Assisting local organisations to assess their requirements for volunteers and to draw up realistic volunteer role descriptions, including micro-volunteering opportunities, Trustee roles and roles for young people.
- Assisting groups in the recruitment, training and management of volunteers by organising and running training sessions and networking events, such as Volunteer Co-ordinator Forums.

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- Assisting and supporting organisations to ensure that they have the correct policies and procedures in place to recruit and support volunteers, and are able to achieve best practice in engaging, supporting and training volunteers.
- Assisting organisations with managing volunteers in light of Covid-19, for example:
  - developing Covid-19 specific procedures to ensure the safe operation of groups within Covid-19 restrictions

## **Working with Businesses and the Statutory Sector**

Assists other than charitable sector to support volunteering by:

- Promoting and facilitating employee/group volunteering, undertaking presentations to key stakeholder groups, such as the business community, to build awareness of volunteering and encourage employee volunteering.
- Acting as a resource for the statutory and business sector to promote and develop volunteering.
- Assisting organisations to ensure they have the appropriate support in place for volunteering.
- Advising on the concept/principles of volunteering where there may be some ambiguity/confusion with paid employment.

## **Working with Volunteers**

Assists potential volunteers to find suitable volunteering opportunities by:

- Interviewing potential volunteers face-to-face, on the phone or via Zoom to establish their volunteering needs and their skills and experience.
- Reviewing volunteering opportunities and helping potential volunteers to select the most suitable roles.
- Contacting local organisations with volunteers' details and referring potential volunteers to organisations.
- Working with volunteers with complex needs and their carers/support workers and liaising with local groups to find opportunities to meet their particular requirements.
- Working with local organisations to find volunteering opportunities for members of BAME communities.

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## Promotion of Volunteering

Publicises volunteering opportunities and promotes volunteering by:

- Working with Communications to promote volunteering in library displays and local press/radio/TV and social media, including weekly columns of current opportunities and regular articles.
- Organising (with others) Volunteer Fairs and similar events which give local organisations a platform to promote their opportunities.
- Representing VAAC at volunteering events organised by others.

## VAAC Administration

Ensures that all VAAC record keeping and reporting is timely and accurate by:

- Working closely with VAAC Administrator who records volunteering information on VAAC volunteering database
- Monitoring volunteer placements with organisations and putting strategies in place to increase numbers
- Following up on volunteer and organisation feedback
- Providing statistics and reports to meet the needs of the CEO, Trustee Board and Funders.

## Other

Carries out other duties which further VAAC aims by:

- Maintaining up-to-date knowledge of volunteering trends and programmes and informing and making recommendations regarding volunteering service to the CEO and Trustee Board.
- Subscribing to national agencies and regularly contributing relevant information to VAAC e-bulletins.
- Liaising with other volunteer managers across Voluntary Action network in West Sussex to run joint events and share best practice and information.
- Recruiting suitable volunteers for VAAC.
- Contributing to VAAC's own volunteering policies and procedures.

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- Liaising with other VAAC staff and volunteers to ensure that local groups are aware of the full range of VAAC services.
- Contributing to the daily running of VAAC service - answering queries, referring groups and individuals to other services.
- Seeking out and encouraging local organisations to become VAAC members.

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## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications Educational/ Professional</b>	Educated to NQF level 4	Qualifications in community development or volunteer management
<b>Experience (not all gathered at the same time)</b>	<p>Proven experience of working in or with voluntary sector organisations.</p> <p>Proven experience of working with individuals and groups in a community setting.</p> <p>Proven experience of conducting organisational needs' assessments.</p> <p>Proven experience of assessing training needs and developing and delivering training to meet the need.</p> <p>Proven experience of organising meetings and/or other events.</p> <p>Proven experience of monitoring and evaluating projects</p>	<p>Experience of leading or co-ordinating projects.</p> <p>Experience of delivering workshops and training courses.</p> <p>Experience of networking with a range of statutory, voluntary and community organisations.</p>
<b>Skills, Abilities and Personal Attributes</b>	<p>Able to communicate effectively and sensitively with people of different backgrounds</p> <p>Understanding of the issues faced by minority groups.</p> <p>Ability to facilitate problem solving with individuals and groups.</p> <p>Possess a non-judgemental and non-directive approach.</p> <p>Proactive, organised and methodical, able to manage competing priorities.</p> <p>Able to produce oral and written reports on time and to a high standard.</p> <p>Able to work on own initiative and as part of a team.</p>	<p>Experience of interviewing</p> <p>Understanding of marketing and promotion principles.</p>

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	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge</b>	<p>Current knowledge of regulatory requirements and best practice of volunteer recruitment and management</p> <p>Good knowledge of the key policies and issues currently affecting the voluntary and community sector.</p> <p>Knowledge of how the statutory and voluntary sectors are structured.</p> <p>Knowledge and experience of using a database</p>	<p>Good general knowledge of the charity sector in Arun and Chichester</p> <p>Awareness of the current 'volunteering climate' in West Sussex</p>
<b>Other</b>	<p>Committed to hybrid working from the office and home as agreed with manager.</p> <p>Clean full driving licence. Own transport for business use as the post will require travel across Arun and Chichester. Mileage allowance will be paid as appropriate.</p> <p>Understanding of and commitment to Equality and Diversity.</p> <p>Able to undertake occasional out of hours working for VAAC events and meetings.</p>	

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