



Job Description and Person Specification

Volunteer Coordinator

POST: Volunteer Coordinator
LOCATION: Keighley
GRADE: 4; Salary: £27,310
HOURS: Full time 35 hours

Purpose of the Job:

- To recruit, oversee, support, and develop Volunteers and Peer Mentors in Keighley

Main Duties

- Develop and deploy the role of volunteers in supporting the New Vision Bradford contract
- Effectively recruit new volunteers
- Supervise and support volunteers
- Work with other Volunteer Coordinating managers in Sheffield and Doncaster to develop consistent best practice across Project 6
- Develop and deliver appropriate training and development for Volunteers
- Promote volunteering at Project 6 and with partners and the wider community.

Project 6 is committed to being a safe, healthy, and non-discriminatory employer. You will need to abide by and role model our code of conduct, health and safety and HR Policies.

Post Specific Duties:

- This post deals with all aspects of our Volunteers in Keighley

PERSON SPECIFICATION

Listed below are the knowledge, experience skills and values you'll need to do this job, we will assess these through your application or through tests or interviews after shortlisting.

Knowledge	Method
N/SVQ level 3/degree in Health and Social Care or significant equivalent experience. Or qualification in substance use treatment/support or significant relevant experience.	Application
Practical Knowledge of the challenges facing people who have difficulties relating to drug or alcohol use	Application Assessment
Experience	
Experience of working with people individually or in groups with alcohol issues or personal lived experience.	Application
Experience of providing therapeutic services to people experiencing difficulties with their use of substances.	Application and Assessment
Effectively using technology to manage a caseload and support individuals	Application
Experience of supervising/mentoring at least one other person	Application
Skills	
Ability to effectively manage conflict	Assessment
Ability to prioritise and support a complex caseload	Assessment
Effective supervision/leadership and Mentoring Skills	Assessment
Values	
A firm belief that all people matter	Assessment
An evidenced belief that everyone can change	Assessment
A track record of delivering on your commitments	Assessment
A personal commitment to equality, diversity and Inclusion	Assessment

ROLE SPECIFIC ATTRIBUTES

X	Experience of working with Volunteers in a similar setting	Assessment
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