



Care for the Carers

JOB DESCRIPTION

Job Title:	Volunteer Coordinator
Salary:	£24,313 (Point 18 NJC Scale 2019) pro rata
Hours:	22.5 hours a week
Accountable to:	Director of Services
Based at:	The post is currently based at Care for the Carers' office in Eastbourne, with travel across East Sussex
Job Purpose:	To coordinate and develop Care for the Carers' volunteering programme in line with carers' needs, organisational values and strategic objectives
Functional Relationships with:	Carers across East Sussex, Care for the Carers staff and volunteers, voluntary and statutory sector partners
Responsible for:	A team of Volunteers.

KEY RESPONSIBILITIES

1. Develop and implement a SMART action plan around the recruitment, support and retention of volunteers.
2. Establish a range of volunteer opportunities to meet carers' needs and support the organisation's strategic objectives.
3. Provide day-to-day management support, induction, training and coaching, regular one-to-one meetings, and performance development and review to a team of volunteers.
4. Ensure that volunteers carry out their roles effectively and appropriately, and that Care for the Carers services are delivered to a high quality.
5. 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.

6. Co-ordinate day-to-day service planning to ensure that volunteer posts are staffed appropriately (e.g. rota planning, sickness cover etc).
7. Implement risk assessments and consider any safeguarding issues as appropriate to volunteer roles.
8. Work closely with the Carer Awareness Officer and Community Development Worker 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.
9. 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.
10. Work in partnership with the Communications Officer to promote Care for the Carers' volunteering opportunities.
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.
12. Assist in ensuring project budgets are adhered to and financial systems maintained.
13. Attend relevant meetings and training as required.
14. Actively participate in own supervision, appraisal and personal development.
15. Support, promote and work in accordance with Care for the Carers values, policies, aims and objectives at all times.
16. Carry out any other duties commensurate with the post, as agreed with your line manager.
17. Carry out all of the above with an understanding of and commitment to inclusion, equal opportunities and diversity.

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

February 2020