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**Volunteer Co-ordinator**

**Job Description**

**Job Title:** Volunteer Co-ordinator

**Responsible To:** Volunteer Manager

**Location:** 40-44 Eglantine Avenue, Belfast BT9 6DX

**Hours:** 35 per Week

**Salary**: Level S01 / Points 29-34 / £26,470 - £30,756

**Overall Purpose of Post**

The Volunteer Co-ordinator is responsible for the development and day to day management and provision of volunteer services across the organisation in close liaison with the Volunteer Manager.

The post will play a key role in developing, promoting and supporting volunteering in Cancer Focus NI.

The post holder will also contribute to marketing the service and promoting good practice in volunteer management.

**Key Responsibilities:**

* To be responsible for the day to day coordination of volunteer services across the organisation.
* To work with the Volunteer Manager and Volunteer Administrator to meet the needs of volunteering within the organisation.
* To develop and implement a comprehensive volunteer recruitment programme to meet Cancer Focus NI volunteering needs.
* To maintain the volunteer database and an inventory of volunteer needs matching skills and abilities to projects; track and report on volunteer projects and hours contributed.
* To work with Cancer Focus NI department heads to develop volunteer job descriptions, orientation and training programmes for current and new projects.
* To identify and develop new volunteer initiatives within the organisation.
* To train staff on the fundamentals of working with, and supervising groups of volunteers.
* To work across departments in Cancer Focus to meet strategic needs.
* To represent the service and promote its work both locally and to the wider community.
* To liaise, develop and maintain links with other agencies in the voluntary, private and public sectors in order to raise awareness, promote volunteering and develop new initiatives.
* To develop volunteer evaluation procedures and a recognition system for volunteers.
* To keep up to date with good practice in volunteer management.
* To develop resources and training for volunteers within the organisation.
* To develop and implement policies, procedures and relevant quality assurance systems

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**Person Specification**

The Personnel Specification shows essential skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post. Therefore, please address in completing the application form, each criterion listed in the specification, drawing upon all of your experience, whether in paid employment or on a voluntary basis.

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|  | **Essential** | **Desirable** |
| **Experience** | * Two years’ experience of managing volunteers | * Experience of working in or with the voluntary sector |
| **Qualifications** | * Third level qualification * Recognised qualification in the management of volunteers | * Educated to degree level |
| **Skills** | * Strong leadership skills * Excellent interpersonal skills * Ability to manage a large workload with competing priorities * Ability to show initiative |  |
| **Personal Qualities** | * Enthusiasm, drive and commitment to continuous improvement |  |

Applicants will hold a full, current driving license and have access to the use of a car or some other appropriate form of transport to carry out the duties of the post.

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.

This post may require some evening or weekend work and will require an element of flexible working