

Striving to be an Equal Opportunities Employer and committed to diversity and inclusion in the workplace

TITLE OF POST	Volunteer Coordinator (Part – time)	GRADE	Scale: £19,333 - £22,083 pa incl. LW pro rata	
HOURS OF WORK P.W.	21 hours per week	ELIGIBLE FOR JOB SHARE		No
ANNUAL LEAVE	Calculated based on 26 days per year plus Bank Holidays			
PENSION	Contributory Pension Scheme: Employee – 5%, Employer – 5%			
RESPONSIBLE TO	Day Services Manager			
RESPONSIBLE FOR	Volunteers			

Hackney Caribbean Elderly Organisation

At Hackney Caribbean Elderly Organisation (HCEO) we create opportunities for primarily, African Caribbean Elderly people, to explore, discover and celebrate who they are.

At the heart of our service provision is our long-standing lunch club.

We offer events, activities and information including movement, exercise, arts and crafts, music therapy and signposting to other services that enable older people to live well and maintain their independence.

At HCEO, we thrive to support older people maintain good health and independence by: -

1. Maintaining dignity and respect for the individual elders' choice and 'voice'
2. By listening to what older people tell us matters to them
3. By listening to the older person's family, carers and those most involved in their care, to understand how we can all work together to improve the wellbeing of every older person we are in touch with
4. Ensuring older people's wellbeing priorities are at the heart of every action and approach we take
5. Making sure older people drive our partnership approach, and how we work with health and social care providers to achieve the best outcomes for each older person

6. Working together with people and organisations to build closer and stronger communities whereby older people feel that they belong and are supported according to their individual need
7. Ensuring that advice, care, intervention and support is timely, appropriate, person - centred and outcome-focused

Purpose of the job

The Volunteer Coordinator will ensure that HCEO has sufficient volunteers to fulfil the daily services and activities that it provides to its members and the wider community and to support the organisation to meet its objectives for the future.

We are looking to recruit an excellent communicator with good organisational, networking and presentation skills. You will need to have experience of working across different sectors and developing links with other agencies. You will also need to have the capacity to motivate others.

The Volunteer Coordinator Post is currently funded by the National Lottery Community Fund.

Main duties and responsibilities

The Volunteer Coordinator will be required to perform a variety of duties involving recruitment, training and programme planning.

- Working with the Day Services Manager, assess organisational needs to determine number and range of volunteers needed for each project/activity.
- Consulting with colleagues to create descriptions for all volunteer positions.

- Managing the volunteer recruitment process by advertising for available volunteer positions, interviewing candidates, and matching them with appropriate roles
- Preparing orientation/induction materials for new volunteers.
- Creating and distributing information regarding volunteer policies and procedures which guide the volunteer services, and reflects the overall values of the organisation
- Monitoring volunteers during their appointments to retain or replace candidates
- Meeting with volunteers to assess their progress and satisfaction, as well as to conduct performance evaluations or skills audits
- Cultivating a positive and supportive atmosphere by recognising volunteer efforts and assisting and encouraging volunteers with their own endeavours

- Managing communication among volunteers and between HCEO and its volunteers, to share news, progress, and available positions
- Maintaining a database of volunteers.
- Presenting updates to colleagues and the management committee in writing and presentations
- Promoting the organisation, its volunteer efforts, and its accomplishments internally and externally
- Working with community, educational and other social organisations to develop partnerships with the aim of developing and recruiting potential volunteers.
- Working with the finance officer to develop a budget for the volunteer programme of activities and monitor expenditure against the approved budget.
- Conducting ongoing evaluation of the services delivered by volunteers and implementing improvement as necessary.
- Developing and administering forms and records to document the volunteer activities.

Other requirements

1. To attend regular supervision meetings with their line manager
2. To attend team and staff meetings as required
3. This post involves working weekdays only

General requirements for all staff

1. Staff must be committed to the specific work of HCEO in working with older people from African Caribbean backgrounds
2. Staff are required to carry out the duties and responsibilities of their post with due regard to HCEO policies, including Confidentiality, Diversity and Inclusion, and work within the overall aims of the service.
3. Under the Health & Safety at Work Act 1974 and associated guidance, it is the duty of all staff while at work to take adequate care for the health and safety of themselves and of other persons who may be affected by their acts or omissions
4. HCEO operates a no smoking policy within places of work
5. Staff are required to carry out the duties and responsibilities of their post with due regard to the practical implications of HCEO's Equal Opportunities Policy
6. Staff may be asked to undertake other duties and responsibilities appropriate to their grade, as requested by their Line Manager; and/or to undertake any other tasks commensurate with their particular skills as required by HCEO.



7. This Job Description reflects the requirements of the post at the time of writing. The needs and circumstances may change over time and therefore the Job Description may need to be reviewed in the light of any such changes which may occur.

Disclosure and Barring Service Check

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.