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Dean Bradley House
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www.vinspired.com

February 2010

Dear Applicant,

Thank you for your interest in the position of **Volunteer Co-ordinator** with **v**. Supporting a cohort of young volunteer leaders, this role is key in assisting our young volunteers to develop and deliver volunteering projects in their communities.

We are a unique charity launched in May 2006 with one clear aim, which is to inspire a new generation of young volunteers. We want to create a culture where it is natural for young people to volunteer.

It is crucial that everyone working in the charity shares our commitment to the principles of the Russell Commission report, which recommended, amongst other things, that young people should be involved at the heart of the charity's decision making processes. We do this by involving **v20** our Youth Advisory Board of 20 young people aged 16 – 25 from across England in all aspects of our work. They work in partnership with us to revolutionise youth volunteering. It is the job of everyone in the organisation to harness their energy, enthusiasm and commitment and translate it into action. We are guided in our strategy by our board of trustees which encompasses a rich blend of talents from business and the VCS as well as four members of **v20**, under the Chairmanship of Rod Aldridge.

Our website contains background information on **v**, which you may find useful:

- [Introduction to v](#)
- [Our history, including more information about the Russell Commission](#)
- [Information about v20 – v's Youth Advisory Board](#)
- [Details of v's Board of Trustees](#)
- [Information about our Supporters](#)

To apply for the position of **Volunteer Co-ordinator**, please:

- Read the job description and person specification (in this document)
- Complete the application and recruitment monitoring form (downloaded separately)

Please note that completed applications should be sent to our Recruitment Consultants, WJP Floyd Ltd at **1 Gunpowder Square, Fleet Street, London EC4A 3EP** or by email to: v@wjpfloyd.co.uk by **noon on Monday 29 March at the latest**.

Shortlisted candidates will be asked to attend interview in **London** on **Friday 19 March**.

As a charity we endeavour to keep our costs to a minimum and therefore will only contact candidates selected for interview. If you have not heard from us within **14 days** of the closing date, please assume that on this occasion, you have not been successful.

Thank you once again for your interest in **v**. I wish you every success with your application.

Kind regards,
TERRY RYALL, Chief Executive



Russell Commission Implementation Body, a company limited by guarantee
Registered in England 5639682. Registered charity no: 1113255



Job Title: Volunteer Co-ordinator, Part-Time

Location: Hull

Contract: Fixed – Term until Dec 2011

Accountable to: National Manager (Olympics project)

Job Summary: As a member of the Policy & Programmes Team, your role is to support a cohort of young volunteer leaders to develop and deliver volunteering projects in their communities. A total of 700 additional volunteers will participate in the projects.

Dimensions: v is delivering a number of new contracts including a volunteering brokerage programme for the Department of Work and Pensions, a volunteering scheme for the Greater London authority and youth volunteering project with BP and the Dame Kelly Holmes Trust. This post holder will be expected to work alongside the DKHT Project Manager to support the volunteering activities of 100 young leaders who will be devised and run volunteering projects in their communities.

Specific Duties:

- Ensure that v20 is involved in the major aspects of the role and ensure that the wider opinions of young people inform the direction of the work undertaken.
- Work with the National Manager and the DKHT to develop and implement an effective communications process between partner and the 100 young leaders cohort to ensure that all activities are co-ordinated and delivered on time and to plan.
- Work effectively with the young leaders to generate appropriate volunteering opportunities and role descriptions for the young volunteers.
- Ensure appropriate support and training for volunteers.
- Support leaders to recruit volunteers.
- Induction of volunteers.
- Promote volunteering internally and externally through recruitment and publicity strategies.
- Support and offer advice to volunteers by telephone, face to face, e-mail.
- Develop personal development plans with each of the young leaders and support them in their skills development through a range of training, coaching and 1-1 sessions.
- Adhere to equal opportunities, child protection and safeguarding policy and legal requirements.
- Manage budgets and resources, including reimbursement of expenses.
- Maintain paper and electronic files, for the management and monitoring of the volunteering activities, ensuring compliance with audit procedures.
- Liaise with community organisations and groups to identify appropriate volunteering activities and gain support for them.
- Maintaining databases and other administrative duties.
- Work alongside evaluators to scope the evaluation and the information required to demonstrate the impact of programme.
- Liaise closely with the Marketing and Communications and Public Affairs team so that external communications are maximised.

- Undertake any other duties as required and commensurate with the level of this post.
- Act in a manner that is in keeping with v's values.

v Youth Led approach

One of the factors which makes v unique is that we are 'led by the cares, interests, passions and beliefs' of young people. We are supported by a Youth Advisory Board called v20 which provides input to and involvement with our operations. The post holder will be expected to understand youth involvement – its benefits and barriers and be an advocate for youth involvement within the organisation.

Confidentiality

The post holder will have access to confidential information and is expected to ensure that the highest level of confidentiality is maintained at all times.

Safeguarding

The post holder will be required to undergo an Enhanced Criminal Records Bureau check.

Volunteer Co-ordinator

Requirement	Essential	Assessment*
Education	<ul style="list-style-type: none"> A degree in Youth & Community work [or an equivalent] 	A
Experience	<ul style="list-style-type: none"> Experience of working with young people aged 16 – 25, including experience of working with large groups to develop and deliver projects Experience of supporting young volunteers and their development Demonstrable experience of advocating on behalf of young people, to secure their involvement in planning and decision making processes Demonstrable experience of facilitating youth-led action, enabling young people to take the lead in designing and delivering projects Experience of networking across voluntary and statutory organisations, and working effectively with other professionals and agencies 	A, I A, I A, I A, I A, I
Skills	<ul style="list-style-type: none"> Ability to think strategically and contribute to organisation thinking Ability to motivate and inspire a diverse group of young people, and maintain their commitment and participation over a set period of time Ability to support young people in developing their personal and social skills, through training and learning opportunities Coaching / mentoring skills Ability to work with young people to identify new opportunities and to translate them into action positively and imaginatively Strong communication, negotiation and influencing skills Strong organisational skills, including the ability to plan and prioritise own work and manage routine administrative tasks Innovative problem solving skills 	A, I A, I, E A, I A, I A, I, E A, I A, I A, I A, I, E
Knowledge	<ul style="list-style-type: none"> IT literate (MSOffice) An understanding of the voluntary and community sector An understanding of the youth sector An understanding of youth volunteering 	A A A A, I
Other	<ul style="list-style-type: none"> Willing and available to work outside usual office hours, including evenings and weekends Clean driving licence and access to own transport for position outside of London 	A A

*A -Application, I – Interview, E – Exercise/Test

Outline Terms and Conditions:

Salary: c. £26k (pro rata for Part-time) per annum

Contract: Fixed –Term until December 2011

Hours: Part-time, 2.5 days a week

Holiday: 30 days a year plus public holidays

Pension: v operates a Stakeholder pension scheme, into which it pays a contribution equivalent to 9% of basic salary

Location: Hull