



Post:	Volunteer Coordinator
Hours:	37.5 hours (to include the occasional evening and weekends)
Salary:	£19,000 - £23,000 dependant on experience
Contract:	Fixed term for 12 months (would consider job share)
Location:	Kenburgh House, 28 Manor Row, Bradford, BD1 4QU
Responsible to:	Service Director
Annual leave:	25 days
Pension:	We operate a contributory pension scheme which you will be auto-enrolled into (subject to the conditions of the scheme)
Probationary Period:	6 months
Closing:	10am 28 th January 2019
Interview:	4 th February 2019 or 5 th February 2019

Mind in Bradford

Mind in Bradford is a registered charity and our purpose (why we exist) is to promote mental well-being and empower and help people experiencing mental health problems to manage and work towards recovery and fulfilment.

Our Mission (what we do):

- We build community and individual resilience for better mental well-being
- We provide early intervention advice and support
- We support people in crisis
- We empower and help people to recover and sustain improved wellbeing

Background of post

An exciting new opportunity has arisen for a volunteer coordinator to join the team at Mind in Bradford. It is essential that we have a vibrant and committed team of volunteers to compliment the delivery of existing services and also up and coming projects. This role involves implementing and shaping Mind in Bradford's broader volunteer offer and immediately bringing to life our innovative project to reduce social isolation of the elderly.

Purpose of role

The post holder will be responsible for managing, recruiting, training and supporting volunteers to support our Social isolation project for the Elderly and for developing our wider volunteer workforce across the Bradford, Craven, Airedale and Wharfedale areas. The post holder will need to be creative, motivated, organised and possess excellent interpersonal skills with a passion for volunteering.

The post holder will enable the training and support to volunteers in a variety of roles across the organisation, including: group work; one-to-one support; fund-raising; peer support and administration. The post will offer the opportunity to make a real contribution to the development of the organisation.

The volunteer coordinator will oversee the service delivery of the Community Companions pilot project for the elderly in North Bradford which aims to reduce social isolation, loneliness and depression for people aged 65 and over. The aim is to improve older people's mental health through one-to-one support, increase access to services and promote well-being and self-care. The project will initially start in the Baildon area and is being launched for patients at Baildon Medical Practice.

Volunteer recruitment, training and support

- To recruit volunteers from a variety of backgrounds and develop effective ways of retaining volunteers
- To develop and maintain links with local community groups and other organisations and businesses in order to recruit volunteers
- To ensure all volunteers are fully referenced and DBS checked as appropriate
- To coordinate, develop and deliver appropriate training for volunteers including induction, on-going and accredited training to involve e-learning opportunities
- To develop and maintain links with external training providers for the progression of volunteers
- To monitor and review volunteer placements to ensure volunteers receive sufficient support and achieve their goals

Volunteer management

- To match volunteers with suitable volunteering opportunities within Mind in Bradford
- To develop good practice policies and procedures relating to volunteering and to ensure they are adhered to and reviewed on a regular basis.

- To work with the staff team to develop new opportunities for volunteers within Mind in Bradford
- To ensure the professional development of volunteers so that they feel motivated and valued in their role
- To explore external volunteering opportunities for those using the services at Mind in Bradford
- To develop and maintain good working relationships and referral pathways with the relevant organisations who provide training and volunteering opportunities for volunteers.

Information, marketing and promotion

- To assist with design of a range of marketing materials to promote Mind in Bradford and its volunteering programme
- To attend events, such as volunteer and community fairs and events to promote Mind in Bradford volunteering programme
- To organise recruitment events, such as workshops and talks, to promote Mind in Bradford volunteering programme

Monitoring and evaluation

- To ensure the funding requirements are met and that the impact of the work is recorded, monitored and evaluated
- To ensure Mind in Bradford volunteer database is accurately updated and maintained

Generic

- To support new and evolving projects at Mind in Bradford.
- To support the Leadership Team in the delivery of the organisational operational plan.
- To promote inclusion and diversity in creation, development and delivery of services.
- To commit to training and self-development and to participate in individual and group supervision.
- To promote all aspects of the service and enhance the public image of Mind in Bradford.
- To represent Mind in Bradford on local and regional groups, attending off-site meetings as required.
- To be familiar with and work within the policies and values of the organisation.
- To undertake any other reasonable duties as required to ensure the smooth running of Mind in Bradford.

Volunteer Coordinator - Person Specification

	Essential	Desirable	Shown by
Qualifications	<ul style="list-style-type: none"> GCSE English and Maths grade C or above, or equivalent experience 	Educated to degree level	Application form Certificate
Experience	<ul style="list-style-type: none"> Experience of working in the community delivering services to vulnerable people; Experience of conducting risk assessment and the ability to make informed decisions based on the completion of risk assessment and safeguarding procedures Experience of analysing and evaluating data and report writing Experience applying processes and systems Evidence of managing projects to target achieving high standards of work and successful outcomes 	<ul style="list-style-type: none"> Experience of recruiting volunteers, delivering induction and training programmes Project management experience Experience of completing a needs assessment to identify potential support required Experience of coordinating, leading, managing and supervising volunteers 	Application form and interview

		and volunteer activity;	
Skills	<ul style="list-style-type: none"> • Excellent verbal and written communication • Strong relationship building skills, with the ability to deal with different personalities and levels of ability • Able to encourage, engage and involve people in ways that promote their involvement, independence, resilience and achieves positive changes in their lives; • Excellent IT skills including use of Word and Excel; • Excellent organisational skills with the ability to multi task and organise own workload in structured way; 	<ul style="list-style-type: none"> • Able to identify training needs, potential performance and HR issues to resolve them in a sensitive and professional manner; • Car driver with full UK driving licence and access to own transport 	Application form and interview
Ability	<ul style="list-style-type: none"> • Engage with volunteers and people who use Mind in Bradford's services; • Work as part of a team as well as independently; • Develop and implement volunteer specific policies and protocols 		Application form and interview
Knowledge	<ul style="list-style-type: none"> • Understanding of key current issues within mental 	Knowledge of contributing	Application form and

	<p>health;</p> <ul style="list-style-type: none"> • Understanding of the Volunteer sector and its workforce 	<p>factors which lead to loneliness and social isolation with the elderly;</p>	<p>interview</p>
<p>Attitude and Personal Attributes</p>	<ul style="list-style-type: none"> • Understanding of and commitment to equal opportunities and diversity; • Understanding of and commitment to the Mind in Bradford values of Partnership, Inclusivity, Empowerment, Excellence and Responsibility; • Positive and outgoing attitude with a confident approach to building and maintaining effective working relationships; • Flexibility to work outside office hours when required; 		<p>Application form and interview</p>