

SENIOR SOLUTIONS

JOB DESCRIPTION FOR THE POST OF VOLUNTEER COORDINATOR

This post is subject to an enhanced check with the Disclosure and Barring Service (DBS).

SALARY: £18,278 per annum pro-rata (Actual Salary £7,410) HOURS: 15 hours per week over 3 days (flexible)

RESPONSIBLE TO: Senior Solutions Scheme Manager

OVERALL PURPOSE OF THE POST:

In consultation with the Scheme Manager to support and further develop the volunteer role within the services of Senior Solutions which reflect the mission of the organisation to combat loneliness and isolation and foster friendships in older people within the community.

PRINCIPAL DUTIES:

1. To lead in the marketing, recruitment, induction, training, recording and development of volunteers to equip them to undertake their roles in services provided by Senior Solutions.
2. To oversee the volunteers involved with the organisation and to monitor their effectiveness to undertake duties without direct supervision.
3. To visit potential and established service users to match and introduce clients to volunteers and to monitor service delivery.
4. To undertake office administrative procedures to ensure the effective management of Senior Solutions.
5. To establish and maintain good working relationships with associated service providers in all sectors and attend meetings when appropriate.
6. To ensure that all working practices and procedures relating to Senior Solutions accord with best care practice.
7. To further develop existing monitoring and evaluation of the volunteer role within the organisation.
8. To ensure systematic monitoring and evaluation of the volunteer role demonstrates compliance with the requirements of purchasers and funding agents as specified in service contracts and funding agreements.
9. To further improve and lead regular volunteer meetings to provide a supportive forum for their development and training.
10. Any other duties that the Senior Solutions Manager may feel is appropriate to this post.

Work related circumstances:

Requirement to work occasional evenings.

A clean driving licence and use of a vehicle is essential for this post for which expenses will be paid.

The post holder will be entitled to 20 (5 hour days) days holidays per annum increasing to 25 days after five years plus bank holidays pro-rata.