

Role Description and Essential Skills



<u>ROLE:</u>	VOLUNTEER DEVELOPMENT OFFICER
<u>REPORTING TO:</u>	VOLUNTEER TRAINING & DEVELOPMENT MANAGER
<u>LOCATION:</u>	GLASGOW
<u>SALARY:</u>	c. £28,500 p.a.
<u>HOURS:</u>	FULL TIME (35hrs per week)

SCOPE

This Volunteer Development Officer role will be line managed by the Volunteer Training and Development Manager and will work closely with other Volunteer Development Officers and staff from within our volunteering team.

The role is responsible for supporting and developing our volunteers with all facets of volunteer activity ensuring the smooth running of the companies and enhancing the volunteer experience. Taking responsibility for a geographical area, you will help resolve any issues, help maintain the consistent application of processes and procedures and identify practical solutions to resolve any problems. You will build a strong rapport with the volunteers and in particular the Regional Development Groups and Company Commandants. You will act as a conduit between head office staff and volunteers providing practical support to the volunteers and feeding back to managers and officers on actions and outcomes necessary to better support and enable our volunteers.

Whilst not exhaustive you will be responsible for helping with recruitment, induction, training, retention, logistics, motivating and engaging with our volunteers and working with our Youth Development Officer to grow youth activities. You will also support and where necessary lead on volunteer conduct and performance matters and help create better training and development pathways. This will include helping to define and refresh co-ordinator roles as necessary within our Regional Development Groups. You will support and if required lead on any initiatives and programmes to improve our volunteer experience. You will create forums to elicit feedback from volunteers, grow trust, and make sure that our volunteers are at the centre of what we do. You will become a 'super user' on our Volunteer Relationship Management System, ensuring that volunteers are trained and able to use this effectively.

The postholder must be passionate about supporting our volunteers. Having the right attitude, approach and being committed to working as a team to develop and grow both our volunteer base and the range of volunteering opportunities is essential.

PRINCIPAL RESPONSIBILITIES

Key Relationships (Internal)

- Company Commandants.
- Regional Development Group Leads.
- Co-ordinators within each of the Regional Development Groups.
- Volunteers

- Director of Operations & Business Development / Executive Leadership team.
- Head of Volunteer Operations.
- Volunteer Training & Development Manager.
- Volunteer Development Officers, Trainer/Assessors and Youth Development Officers.
- The Health & Safety Manager.
- The wider staff team responsible for the delivery of our volunteer function.

Key Relationships (External)

- Third party organisations.
- Appointed consultants or contractors.

Role Outputs

- To support the Regional Development Group Leads, the regional co-ordinators, and the Company Commandants on the smooth and effective running of the volunteering function.
- Act as a point of contact for any issues, supporting regional co-ordinators, Commandants, and the volunteers in helping to resolve any problems, escalating this to departmental managers, as necessary.
- Whilst not exhaustive, supporting the Regional Development Groups with any recruitment, induction, logistics, training, youth development, retention, and engagement activities as required.
- Undertaking forums, focus groups and introducing mechanisms to elicit feedback from the volunteers, ensuring that volunteers have a voice.
- Helping to support on the creation of development pathways for volunteers.
- Support with updating and embedding co-ordinator role descriptions and requirements, as necessary.
- Ensuring that St Andrew's policies and processes are applied consistently and ensuring that deficiencies are brought to the attention of the staff management teams and Regional Development Leads and/or Company Commandants, as necessary.
- Work in conjunction with the Trainer/Assessors to ensure that all volunteers are trained and competent to deliver volunteering activities. This may include undertaking the practical delivery of training as necessary to meet the needs of the volunteering function.
- Support or take the lead on any volunteer conduct or performance matters as required.
- Work with the Volunteer Training and Development Manager and/or the Head of Volunteer Operations on any initiatives to improve and enhance the volunteering experience or grow our volunteering base.
- Training and supporting volunteers on our Volunteer Relationship Management system, currently Better Impact, to ensure that volunteers can use it to its full functionality and potential.
- Take a lead role in supporting on any emergency planning and/or in the delivery of any national or local resilience or emergency events.
- Operating in-line with strategies and operational plans, delivering against key performance indicators so far as these relate to volunteer development.
- Work collegiately with colleagues within both the volunteering division and the wider organisation, fostering a 'one team' approach.
- To be responsible for the implementation of the Health & Safety Policy in so far as it affects you, your colleagues, volunteers, and others who may be affected by your work. You are also expected to monitor the effectiveness of any health and safety arrangements to ensure these are implemented and developed, as necessary.
- Provide cover at events to ensure continuity of service. The role may also require periodic weekend working and supporting our events on-call function.
- You will be required to undertake Designated Protection Officer training, fulfilling the Designated Protection Officer role, as necessary.

- Undertake any other duties that may be required from time to time commensurate with the post.

ESSENTIAL SKILLS

Leadership & Management: Ability to work on your own initiative, build strong relationships with Regional Development Groups and Company Commandants and foster a culture of continuous improvement.

Financial Acumen: Ensure the effective management and utilisation of financial resources, in line with the Company's policies and procedures. Ensure that budgets are adhered to and that best value is achieved through suitable financial monitoring procedures.

Communication: Good verbal and written communication skills to liaise with colleagues, volunteers, and wider stakeholders effectively. Have good negotiation skills and be able to advocate for the volunteers including but not limited to departmental managers, senior managers, partners, and/or public bodies.

Problem-Solving: Good analytical and problem-solving skills to diagnose issues and develop effective solutions to resolve these.

Organisational Skills: Ability to effectively manage your day-to-day activities and meet necessary priorities and outcomes as required by the Volunteer Training and Development Manager.

Flexibility: Be able to operate to a shift pattern that will include periodic weekend and evening working including supporting our events on-call function. Be committed to continual professional development and a desire to grow and expand the range of skills that you can deliver to the organisation.

Resilience: Be calm under pressure and in challenging situations. Have the strength of character to take decisive action as and when required.

ESSENTIAL SKILLS

Education & Experience

- Previous experience of volunteering or working within the voluntary or community development sector.
- Be qualified to HND, BTEC, or Bachelor's degree / or equivalent.
- Knowledge and experience of using Microsoft Word, Excel, and Powerpoint.
- Ability to demonstrate good knowledge of health and safety acts, regulations, and requirements.
- Ability to demonstrate good knowledge of child protection issues and associated legislation.

Desirable

- Experience of undertaking a similar volunteer or community development role within an organisation.
- Valid driving license with regular access to a car with appropriate insurance coverage.
- Hold a recognised Health & Safety qualification such as an IOSH or NEBOSH qualification.
- Have experience of user Volunteer or Customer Relationship Management systems.
- Be willing to achieve relevant qualifications including standard first aid for events first aid, manual handling, and child/adult protection training.