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| <b>Post Title:</b>         | Volunteer Co-ordinator                                   |
| <b>Project:</b>            | SAMAS (Support, Advice, Mentoring, and Advocacy Service) |
| <b>Location:</b>           | Central Bedfordshire                                     |
| <b>Salary Scale:</b>       | £21,000 - £25,000 (depending on experience)              |
| <b>Hours:</b>              | 37.5   |
| <b>Length of Contract:</b> | Fixed term until September 2020                          |

Community Led Initiatives CIC have been delivering SAMAS (Support, Advice, Mentoring and Advocacy Service) across Bedford Borough and Central Bedfordshire since April 2016. The purpose of the project is to provide support and guidance to people who are in recovery from drug and alcohol misuse across the county, helping them to reconnect with their community and rebuild their lives. Our approach is to encourage people to identify their own strengths, skills, abilities and potential. We believe in the importance of relationship building and use one to one mentoring and group activities to support people both practically and emotionally. This successful approach has led to the expansion of the project and we are looking an additional Volunteer Coordinator to join our team.

### **Job Summary**

- To coordinate the recruitment, supervision and activity of volunteers and mentors within the SAMAS project.
- To work with staff, service users and volunteers to develop a range of activities which meet the needs of the people we support.
- Ensure opportunities for service user involvement and peer mentoring remain integral to the programme.

### **Organisational Relationships**

- Responsible to the Project Manager.
- Work alongside and develop effective relationships with the staff of partner organisations.
- Responsible for supervision of Trainees and volunteer mentors.

### **Main Duties**

- To coordinate the delivery of mentoring services for individuals in recovery from substance misuse across Central Bedfordshire.
- To be responsible for the recruitment, supervision and performance of a team of volunteers, peer mentors and GROW trainees.
- To support the delivery of volunteer training events.
- To provide quality oversight of the mentoring relationships within the service and promote the development of the CLI volunteer team.
- To maintain excellent working relationships with a range of professionals from partner agencies ensuring clear referral pathways and effective communication is always in place.

- To oversee the development of professional, voluntary and peer networks which can help to expand the range of support and mutual aid activities our service users can participate in.
- To be an active member of the service team attending meetings and training events as necessary.
- To ensure that the project promotes and reflects equality of opportunity and diversity at all levels.
- To represent CLI at local events and partnership meetings.
- To maintain highly effective administrative and reporting processes, including the collation of performance data.
- To be able to work flexibly when necessary to meet the needs of the client group.

### **Other**

- Seek to improve his/her own performance, contribution, knowledge, skills and participate in training and developmental activities as required.
- Comply with Health and Safety policies and procedures.
- Ensure the implementation of CLI's policies and procedures.
- Carry out such other relevant duties, as required.

### Person Specification – Volunteer Coordinator - SAMAS

| CRITERIA                    | ESSENTIAL   | DESIRABLE   | ASSESSMENT |
|-----------------------------|---|---|------------|
| Experience/Skills/Knowledge | <p>We are more interested in your potential for the future than what you have done in the past. The personal attributes listed below are the only essential criteria for this post.</p>   | <p>Experience of delivering of training programmes.</p> <p>Knowledge of local support services and the interventions they offer.</p> <p>Experience of recruiting, managing and motivating a team of volunteers</p> <p>Experience of delivering supervision, setting targets and monitoring performance</p> <p>Experience of developing projects for people facing challenges in their life.</p> <p>Knowledge of the common issues of people with substance misuse problems</p> <p>Experience of building and maintaining strong relationships with partner organisations</p> <p>Good administrative and IT skills and the ability to maintain records effectively</p> | A, I.      |
| Personal Attributes         | <p>Strong belief in change and a desire to support people to make positive lifestyle choices</p> <p>Flexible and responsive approach</p> <p>Empathy and understanding of the issues faced by the people we support</p> <p>Willingness to learn and develop own knowledge and practice</p> |   | A, I       |

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|  | Good communications skills<br>Team player, Positive, enthusiastic “can do” attitude |  |  |
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| <b>CRITERIA</b> | <b>ESSENTIAL</b>  | <b>DESIRABLE</b> | <b>ASSESSED</b> |
|-----------------|---|------------------|-----------------|
| Other           | Current driving licence, use of car and appropriate business use<br>Insurance |                  | A               |

**Key: A – Application Form**

**I – Interview**

**E – Practical Exercises**

This policy applies to paid employees of Community Led Initiatives CIC (CLI) and volunteers who volunteer directly with Community Led Initiatives and its associated projects.

- As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, CLI complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.
- CLI is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- We have a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the outset of the recruitment process.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- A DBS check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.
- Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within CLI and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows CLI to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in CLI who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or opportunity to volunteer.
- We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

**Having a criminal record will not necessarily bar you from working with CLI. This will depend on the nature of the position and the circumstances and background of your offences.**