

# Job Description – Volunteer Coordinator



<b>Responsible to</b>	Development Manager
<b>Salary</b>	In the range £25,749 to £28,250 per annum pro rata + 6% contribution to pension scheme
<b>Hours of work</b>	21 hours per week (0.6 full-time equivalent) on a flexible basis, including some evenings and occasional Saturday work*
<b>Place of work</b>	Greener Kirkcaldy office and community locations; Greener Kirkcaldy has a hybrid working policy, allowing staff to work from a hybrid of office and home depending on the needs of each role
<b>Contract</b>	Permanent
<b>Holiday</b>	33 days inclusive of public holidays per annum pro rata initially, going up to 37 days after 5 years' service
<b>Requirement</b>	The post-holder will be subject to a Disclosure Scotland check

\* Greener Kirkcaldy operates a 'time off in lieu' policy for any work outwith office hours.

## Job purpose

To develop and deliver Greener Kirkcaldy's volunteer strategy and coordinate volunteering opportunities across the organisation.

Greener Kirkcaldy has more than 80 active volunteers supporting a range of projects and activities within the key themes of climate action, energy, food and growing, reuse & repair and transport. Current roles include growing and gardening volunteers, community food volunteers, cycle ride leaders, cycle shop volunteers, media volunteers and climate and energy champions. Each volunteer team is led and supported by a 'volunteer lead' member of staff. For examples of Greener Kirkcaldy's work and volunteering roles:

[www.greenerkirkcaldy.org.uk](http://www.greenerkirkcaldy.org.uk).

Your role will be to grow and develop volunteering at Greener Kirkcaldy by developing and implementing strategies, systems and procedures, supporting the volunteer leads to deliver interesting volunteering programmes and exploring new roles to increase diversity and encourage deeper involvement in Greener Kirkcaldy. You will work with the volunteer leads to

improve the volunteer experience through induction, training and development plans. You will also play a key role in developing employability programmes and work placements for those volunteers who wish to gain skills and experience to help them into work.

### **Specific responsibilities**

- To coordinate volunteering across Greener Kirkcaldy
- To develop and implement a new Greener Kirkcaldy volunteering strategy
- To review and update systems, policies, application and support processes
- To review and adapt current volunteer roles, assessing both organisational and volunteer needs
- To explore and develop new volunteer roles and programmes to increase diversity and encourage deeper involvement in Greener Kirkcaldy and our projects
- To manage volunteer and training budgets, in accordance with Greener Kirkcaldy procedures
- To develop and coordinate procedures for volunteer development, including inductions, training, employability and work placements
- To develop and deliver a communications plan to ensure volunteers are involved in, and informed about, the organisation, projects and activities
- To develop and deliver events and activities to recognise volunteer effort and ensure they feel valued
- To develop and maintain relationships with partners and stakeholders and attend local network meetings
- To promote Greener Kirkcaldy volunteer efforts and accomplishments internally and externally, working with the communications team
- To develop and deliver plan for working towards 'Volunteer Friendly' accreditation
- To keep up to date with local and national strategies, as well as current legislation relevant to volunteering e.g. GDPR, Safeguarding, and other regulations

### **Support volunteer leads:**

- To develop and deliver interesting and inclusive volunteering programmes
- To engage in best standards and practice for volunteer management
- To recruit volunteers, working with the communications team to design engaging promotional campaigns and materials
- To ensure that volunteers have access to regular training and learning to carry out their roles
- To ensure that volunteers are supported through inductions and individual development plans
- To develop and deliver employability programmes and work placements
- To work towards becoming an SQA training centre and develop courses in food and

cycle skills

- To maintain accurate, compliant and up to date records of volunteers
- To develop and deliver monitoring and evaluation plans and report on progress

### **General responsibilities**

- To work as part of the Greener Kirkcaldy team to promote and encourage understanding of environmental and community development issues in the local area
- To promote the values of Greener Kirkcaldy when working in the local community
- To provide excellent customer service
- To work and communicate effectively with other team members (staff, sessional workers and volunteers) to achieve goals
- To work constructively and effectively with project partners
- To report on the success of allocated tasks
- To comply fully with the organisation ethos, policies and procedures and relevant legislation
- To attend and contribute to team meetings, board meetings and training courses
- To provide a positive role model for the staff team
- To undertake other duties in line with the job purpose