

Volunteering Development Worker

Job description – September 2021

Responsible to:	Deputy Director of HVA
Location:	Jackson Hall, Portland Place, Hastings, TN34 1QN
Hours:	18.5 hours per week (note: A full time working week at HVA is 37 hours)
Salary:	Starting at NJC new scale point 23 (currently £27,741 for a full time role, pay award pending).
Duration:	Permanent contract (subject to funding and performance).
Annual leave	27 days plus bank holidays (pro rata)
Pension:	HVA will match up to 7% of salary in a NEST pension scheme.

OVERALL PURPOSE OF JOB

The Volunteering Development Worker will lead and co-ordinate HVA's volunteering services, in collaboration with other HVA staff, with the aim of increasing volunteering in the Hastings area. The post holder will also work on special projects, based on their skillset.

MAIN DUTIES

1. Develop HVA's Volunteering Service, including volunteer brokerage (helping people who want to volunteer), promotion of volunteering opportunities, advice and guidance for volunteer involving organisations about volunteering matters, organise Volunteer Co-ordinator Networking Forums and other events, and liaise with East Sussex partners.
2. Support the development of a "whole system" approach to volunteering in Hastings. Support the identification and implementation of an online volunteer brokerage platform.
3. Participate in relevant community events to promote HVA and its services.
4. Support other staff to identify and bid for funding to continue and expand this role.
5. Carry out special projects, based on the postholder's skillset, in agreement with the line manager.

General Duties

1. Work collaboratively as part of HVA's staff team towards the aims and objectives of the organisation as a whole, and assist in the absence of other members of staff.
2. Carry out responsibilities and duties within the framework of HVA's policies, including HVA's Equal Opportunities and HVA's Health and Safety Policy.
3. Undertake any other duties as required which are in line with the post.

PERSON SPECIFICATION

JOB TITLE: Volunteering Development Worker

EXPERIENCE

Essential

- At least 2 years' experience of working or volunteering in charities, community groups or social enterprises, or supporting/advising such organisations.

Desirable

- Experience of recruiting, supporting and supervising volunteers.
- Experience of organising and running community events.
- Experience of completing funding applications and monitoring for funders.
- A relevant qualification in community development or similar.

SKILLS

Essential

- Excellent communications skills (in person, on the telephone and in writing)
- Excellent customer service skills.
- Good record keeping and data monitoring skills.
- Attention to detail, and ability to create written documents of a high standard.
- Good organisational skills and ability to plan and prioritise a complex workload to meet deadlines.
- Good IT skills, including Word, Excel, databases, emails, presentation software and social media.

ATTITUDES

Essential

- Proactive, self-motivated and innovative, within a structured workplan.
- Ability to work as part of a team.
- Ability to work with a diverse range of people, some of whom need extra support
- Ability to work under pressure and maintain a positive attitude to work.
- A flexible approach to work and a willingness to learn.
- Awareness of professional boundaries and confidentiality.

OTHER REQUIREMENTS

- Willingness to travel in the Hastings area and occasionally across East Sussex.
- Occasional evening and weekend work may be required
- Willingness to undertake further relevant learning and professional development.

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