

GROUNDWORK GREATER MANCHESTER



Community Volunteering
Co-ordinator
Job Description &
Person Specification



SALARY

£14,820 (30 hours per week)

DURATION OF THE POST

9 month fixed term contract

BUSINESS UNIT

Community

LOCATION

Brinnington, Stockport

ACCOUNTABLE TO

Communities Manager

RESPONSIBLE FOR

TEAM

Communities

Groundwork Greater Manchester - Quality & Environment Management System

Job Description and Person
Specification Template

JDPST

Version 1

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Feb 2024

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OVERVIEW OF THE POST

Working in partnership with Groundwork Greater Manchester and the Brinnington Big Local Team you will be responsible for co-ordinating the programme of local volunteering activity, including recruitment and support of volunteers and associated administration.

ROLE & MAIN PURPOSES OF THE POST

To coordinate volunteering positions and the recruitment and training of volunteer staff plus the development of a volunteer database to enable the aligning of skills and talents to the Big Local Programme.

1. Review organisational and project needs to determine the number and range of volunteers needed for particular projects.
2. Develop and maintain a database of volunteers and projects and measure and monitor outcomes.
3. To support our volunteer recruitment programme, including, interviewing potential volunteers and matching them with appropriate roles.
4. Co-design and produce volunteer packs and materials for new volunteers, including handbooks, project detail and all organisational policy and procedures.
5. Meet regularly with volunteers to help ensure that their volunteer experience is a positive one.

PERSON SPECIFICATION

Essential

- Understanding of the voluntary sector.
- Interpersonal Communication, the ability to communicate with diverse individuals and groups.
- Strong oral and written communication skills.
- A high degree of computer literacy including the MS Office Suite – especially MS Excel and Word.
- Solid organisation and time-management skills.
- Local knowledge of Stockport, particularly Brinnington

Desirable

- Ability to motivate and inspire a diverse range of people.
- Some experience working with volunteers or as a volunteer.

Values and ethos:

- A genuine passion for Groundwork Greater Manchester's mission and values;
- A commitment to the delivery of high quality services and value for money.
- Commitment to an agile project/team culture of 'learning in action' to ensure the team/project learns the most it can from its work in the community and adapts accordingly
- Commitment to inclusion and team-work
- A commitment to low-carbon ways of working

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ADDITIONAL FACTORS

- Able to work outside of normal office hours within a flexi time / time off in lieu system.
- Undertake training and development deemed necessary for the pursuance of the post.
- Comply with the Trusts Policies and Procedures including, but not exclusively, Equality, Diversity and Inclusion, Data Protection, Health and Safety and Environment.
- This role may be subject to a Basic Disclosure and Barring Service (DBS) check.

PREPARED BY: Nina Burns**PREPARED ON:** May 2021