



**THE
FLORRIE**

COMMUNITY VOLUNTEER CO-ORDINATOR

Position:	Community Volunteer Co-ordinator.
Contract Length:	12 months with possible continuation for a further 2 years subject to meeting agreed annual funder targets/outputs. (Reaching Communities - Big Lottery).
Salary:	£18,000 pa.
Hours:	35 hrs per week.
Normal Place of Work:	The Florence Institute Trust (The Florrie) 377 Mill Street Liverpool L8 4RF.
Responsible to:	Community Hub Co-ordinator.

JOB SUMMARY:

Volunteers are at the heart of what we do here at the Florrie. This role is to support and capacity build existing volunteers, staff and trustees in their various voluntary roles throughout the charity in order to better manage and deliver our daily and planned activities. The post holder will also be required to recruit and manage new community volunteers to deliver activities and organise fundraising initiatives on behalf of the charity such as: payroll giving, donations, legacies, sponsorship, volunteer and group led fundraising activities, individual giving, gift aid and other forms of community fundraising through volunteer support.

KEY RESPONSIBILITIES:

- Work closely with the Community Hub Co-ordinator to organise and develop activities/classes and events that are volunteer led.
- Assess and meet the charities needs through the recruitment, placement and retention of new volunteers to clearly defined roles with the appropriate support, guidance and information to enable them to best support The Florrie while building their own skills and experience.
- Develop a capacity building programme to support volunteers.
- Deliver outputs as set out by the funder.
- Maintain an up-to-date list of volunteering opportunities for circulation and ensure that wherever possible our activities, events and fundraising are volunteer-led.

- Oversee the activities of the volunteers to maximise fundraising income. empowering volunteers to carry out their own independent fundraising activities.
- Manage volunteers and their relationships with those they come into contact with.
- Develop and support peer mentoring opportunities.
- Monitor, evaluate and where possible accredit volunteers.
- Update the Florrie Volunteer policy and procedures, including responsibility for all risk assessments.
- Generate new volunteering opportunities across the charity, including work experience, education and training opportunities and community fundraising.
- As part of our marketing campaign organise high profile-raising events that are volunteer led.

SKILLS AND EXPERIENCE - YOU WILL NEED TO SHOW:

1. Strong interpersonal skills and ability to work with people from a range of diverse backgrounds and skills levels
2. Excellent communication skills to include reporting, presentations and written skills
3. Direct experience of managing projects that have included volunteers in the planning and delivery
4. Experience of inspiring and motivate others
5. A non-judgemental approach to people and work
6. Understand and put into practice confidentiality and safeguarding practices
7. Excellent organisation skills
8. Experience in community fundraising with volunteers
9. Help plan and organise events that celebrate our volunteers
10. Liaise with external organisations to further help training and capacity building initiatives
11. Experience of working within the 3rd sector and flexibility to work outside of normal working hours when events are taking place.

How to apply: Please send your current CV and no more than 2 sides of A4 outlining why your skills and experiences make you suitable for this role to: Beverley Forde at bev@theflorrie.org

CLOSING DATE: 5PM ON FRIDAY 29TH MARCH 2019

These key responsibilities are not necessarily an exhaustive list of duties and does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above. These duties may be varied to meet the changing demands of the programme at the reasonable discretion of the CEO. The post holder will be required to work during weekly office hours Monday-Friday according to the needs and requirements of the business, but may on occasion be required to work outside of these hours.

This post is subject to a satisfactory DBS check and two references, one being your current or last employer.