

Volunteer Coordinator Role Profile

Reporting to: HR Lead

Full time position: 37.5 hours

Duration/type: Open-ended contract, full-time

Location: Based at Findhorn Foundation offices

Overview

The Volunteer coordinator will assess and meet the Foundation's needs through the recruitment, placement and retention of volunteers. The post holder will manage all elements of volunteering within the organisation.

Responsibilities

- research and write volunteer policies and procedures, including risk assessments
- liaise with departments within the Foundation to understand how they work, and to assess their volunteering needs
- generate appropriate volunteering opportunities and role descriptions based on the needs of the organisation
- raise staff awareness of the role and the function of volunteers
- promote volunteering through recruitment, in collaboration with the Communications department
- Recruit and interview volunteers and ensure they are appropriately matched and trained for a position
- Ensure that pre-volunteering checks, including references and Disclosure and Barring Service (DBS) checks where appropriate, are carried out.
- Ensure that inductions and training are carried out, as well as periodic reviews and debrief interviews for departing volunteers. Support the departments in developing the relevant training.
- Prepare codes of conduct and operating procedures to uphold the organisation's values.
- ensure that there is appropriate support and training for volunteers, through regular informal contact and more structured reviews
- monitor, support and motivate volunteers and their work
- celebrate volunteering by nominating volunteers for awards and organise outings and events

- offer advice and information to volunteers
- manage budgets as necessary, including the reimbursement of expenses
- keep up to date with legislation and policy related to volunteering and make any necessary modifications to accommodate changes
- Undertake administrative duties. Collect volunteer information, availability, and skills, and maintain an up-to-date database.

Skills

- Experience in volunteering and recruitment.
- Working knowledge of databases.
- Excellent communication and interpersonal skills
- Excellent organisation and team building skills.
- empathy with volunteers and an understanding of their needs
- A capacity to inspire and motivate others
- An ability to deal with information in a confidential manner and respond with sensitivity
- good organisational and time management skills, with the ability to multi-task and plan and prioritise your workload
- administrative skills and an ability to maintain records and produce clear written and oral reports
- a flexible and non-judgemental approach to people and work