

VOLUNTEER & TRAINING COORDINATOR

**Job Application Pack
- February 2023**

Deadline For Applications: Friday 10th March 2023

Interviews: Wednesday 15th and/or Friday 17th March 2023

If you have any questions, or would like to talk to someone about the role, please email our Homeless Services Manager: margaret@greatertogethermanchester.org or call her on 07591 203 345

Please submit your CV and a covering letter outlining your experience, skills and knowledge, and why you are suitable for this role, in relation to the job description and person specification, to recruitment@greatertogethermanchester.org by Friday 10th March 2023.

JOB DESCRIPTION

<u>Job Title</u>	Volunteer & Training Coordinator
<u>Responsible to</u>	Homeless Services Manager
<u>Location</u>	Greater Manchester*
<u>Hours</u>	Full Time (part time of a minimum of 28 hours would be considered)
<u>Duration</u>	2½ years fixed term contract (extension of contract subject to funding)
<u>Salary</u>	£24,500 per annum FTE plus 7% pension

About Greater Together Manchester

Greater Together Manchester is a small charity with a big impact. We work together with our partners to tackle poverty and deprivation across Greater Manchester and Rossendale.

We work with communities all over Greater Manchester to tackle poverty and deprivation, and to find ways to support the most vulnerable people in our society. We work with local, grassroots groups to develop their responses to concerns or problems in their community, providing advice, support, infrastructure and support with fundraising.

Purpose of Greater Together Manchester:

- To kick-start, grow and support local social action/community outreach projects and initiatives by equipping local groups, individuals and communities with the skills and confidence to make a real difference to the lives of the most vulnerable people in their local area.
- To connect projects, people and organisations together to allow them to share best practice, resources and ideas
- To work together with multi-agency partners to influence local, regional and national policy and strategy.
- To provide training and information to individuals and organisations to help equip front-line workers with the skills and knowledge they need to support and sign post vulnerable people more effectively.

Purpose of the Post

The main purpose of this post is to recruit, train, and support the development of volunteers across our projects and services.

Our volunteers are essential to the delivery of our work. We currently have a small but growing number of volunteers working across our organisation, and we are looking for someone who can support and develop this area of work. This post will be responsible for promoting and advertising the range of volunteer opportunities across the organisation to the wider community, working alongside our project teams to ensure the successful delivery of services.

Working alongside our delivery staff, the successful candidate will be responsible for expanding our volunteer capacity, recruiting, onboarding and inducting new volunteers, designing and delivering engaging and relevant training, supporting volunteers to develop their skills and arranging events and occasions that celebrate their achievements.

The post requires excellent interpersonal skills and the ability to communicate with people from diverse backgrounds, as well as strong administrative and

The post is a mix of practical involvement and administrative work and requires flexible working and adaptable thinking. Some evening and weekend working will be required as part of the role, primarily in relation to delivering training for volunteers.

*Our offices are moving to Bury Town Centre at the end of February 2023, however we are flexible and allow for hybrid working wherever possible.

Main Duties and Responsibilities

- To generate appropriate volunteer opportunities and role descriptions based on the needs of the organisation.
- To work with colleagues, ensuring sufficient numbers of appropriately trained volunteers are prepared to support project delivery.
- To develop and deliver comprehensive training program for volunteers.
- To publicise volunteering opportunities with GTM's projects and services across a range of audiences.
- To engage with individuals, parishes and organisations in the community to promote volunteer opportunities.
- Recruit a diverse range of volunteers, interviewing and onboarding them, ensuring that they are suitable for the role and that they are provided with appropriate training to allow them to undertake their role safely and successfully.
- To provide volunteers with ongoing support and opportunities for personal development.
- To collect and process volunteer data for monitoring and evaluation, keep our volunteer database, Volunteero, up to date.
- Liaising with corporate organisations regarding volunteering opportunities.
- Work as part of the wider team, alongside staff and volunteers, supporting with cover and additional tasks where necessary.
- Research and respond to opportunities to develop, expand and extend the volunteering offer.
- Keep up to date with best practice, relevant legislation and developments in volunteer management and the wider charity sector.

GTM is an equal opportunities employer and does not discriminate on the grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. Selection for employment will be based on aptitude and ability.

PERSON SPECIFICATION

Quality	Description	E	D
Experience	Previous experience of working with, recruiting, supporting, and developing volunteers.	✓	
Experience	Experience of working with people from a wide range of backgrounds.	✓	
Experience	Experience of liaising, working with and networking effectively with a range of partners and other agencies.	✓	
Experience	Experience of working in the voluntary sector.		✓
Experience	Experience of working with teams of corporate volunteers.		✓
Experience	Experience of working with volunteers who have been service users or who have lived experience of the issues GTM looks to address.		✓
Knowledge	An understanding of, and commitment to, the principles of co-production.	✓	
Skills	Self-motivation and the ability to act on your own initiative.	✓	
Skills	Able to use a range of social media platforms and confident in posting relevant content and updates.	✓	
Skills	Excellent written and verbal communication skills and the ability to communicate with and relate to people from a wide range of backgrounds.	✓	
Skills	Ability, and willingness, to work flexibly and within hectic and varying environments.	✓	
Skills	Ability to organise own time and prioritise own workload with minimum supervision.	✓	
Skills	Ability to create and maintain accurate records.	✓	
Skills	Competence in the use of IT, or confident in the learning of IT, including MS Office (in particular experience in using Microsoft Excel) as well as volunteer management software and CRMs.	✓	
Attitude	Positive, optimistic and resourceful when dealing with obstacles and last-minute changes	✓	
Attitude	A willingness to work across projects and support other colleagues as and when necessary.	✓	
Attitude	A commitment to reliability and time-keeping.	✓	
Attitude	A non-judgmental and positive attitude towards people who are in need and a passion for tackling poverty, deprivation and injustice.	✓	
Attitude	A flexible approach to working hours as evening and weekend work will be required.	✓	
Attitude	Commitment to equality and diversity.	✓	
Attitude	Sympathetic to the values and ethos of Greater Together Manchester.	✓	