



Sale Moor Community Partnership is a community focused local charity. We work with all the main stakeholders in the community and deliver a range of projects that impact on the well being of individuals and the wider community. We currently support the Sale Community Hub, the local Food Bank, The Bread & Butter Thing, NHS services and Youth Services. We help local people in crisis and act as an advocate for individuals and families.

We have developed deep links in the community over our 25 year history. We recently moved into the Sale Moor Community Centre and want to use this opportunity to refocus and create a sustainable pathway for the charity through an upcoming Community Needs Assessment project.

We are looking for a highly motivated and proactive individual to be a **Volunteer Coordinator (VC)** in the community of Sale Moor, Trafford.

This is a one-year fixed-term contract role. The role is part-time, 30 hours a week. The hourly rate is £15/hr (full time equivalent of £29,250 based on 37.5hrs/week). Some evening and weekend work will be required. With a possible extension subject to funding.

The SMCP values a workforce that represents the community we support. We welcome applications from all sections of the community.

MAIN PURPOSE OF ROLE

The role is based at the Sale Moor Community Centre NEST Office at the Sale Moor Community Centre. The role holder will work with local people and people from the Voluntary, Community and other third sector and statutory groups. The purpose of the role is to ensure that volunteers engage with and are developed to support the work of SMCP and to access and develop training programmes for volunteers. The role will work in unison with the Partnerships & Projects Development Manager (PPDM) and SMCP Charity Manager. Supported projects will be based on the 2024 Community Needs Assessment findings.

The majority of the work will take place at the Centre typically Mon-Fri during the day, the role holder will also be required to support occasional evening and weekend work where volunteer support is required for projects that are outside normal hours. Whilst there are some times of the day and week where we need the role holder to work specific hours, we are happy to talk to potential candidates about how the working week can be flexible outside of these fixed hours to meet their individual needs.

MAIN TASKS

- Work in partnership with the Charity Manager and Partnerships & Projects Development Manager (PPDM) on the development of SMCP's work at the Sale Moor Community Centre.
- Work in partnership with the PPDM and with third sector, statutory groups and key individuals to create and deliver a volunteer development plan.
- Work with current volunteers and identify new volunteers.
- Match volunteers appropriately to projects.
- Access training for volunteers in the community to deliver the vision and activities of the charity.
- Work with the charity to place volunteers on the representative charity board where identified.
- Work with the SMCP charity to form a funding strategy for the future beyond the length of the contract to sustain the role of PPDM and Volunteer Coordinator.
- Support the day-day work of SMCP at the Sale Moor Community Centre as needed.
- Monitor, review and report on the outcomes of the project with the support of the Charity Manager and PPDM.

TRAINING

- To undertake as appropriate –supervision, review and professional training and development.

ADMINISTRATION

- Take responsibility for administration with regards to managing volunteers.

OTHER

- To promote the charity, its work, ethos and practice.
- To follow SMCP Code of Conduct.
- To ensure that inclusion and equality principals are applied at all times.
- The post holder will be required to undertake any other duties that reasonably fall within the nature of the role and responsibilities of the post.
- The post holder will be set tasks and objectives which will be managed and assessed regularly by their line manager.

Reporting to:

Sale Moor Community Partnership charity board and SMCP Charity Manager.

Management arrangements:

The post holder will be managed by the Charity Manager but will be expected to self manage on a day-to-day basis. Regular bi-monthly progress/supervision meetings will be held.

There will be an initial 3 month probationary period (12 weeks.)

HOW TO APPLY

To apply for the role please complete the application form. When addressing the person specification in your application for this role, please ensure you make reference to the experience and competencies lists. The person specification is detailed below.

For enquiries about the vacancy please contact Jamie Rennie, Charity Manager using jamie@salemoorcp.org in the first instance.

The vacancy is opening until midnight on the XX DATE XX

The SMCP values a workforce that represents the community we support. We welcome applications from all sections of the community.

As an equal opportunities employer we welcome applicants from all sections of the community regardless of age, sex, gender (or gender identity), ethnicity, disability, sexual orientation and transgender status. All appointments are made on merit.

PERSON SPECIFICATION

ESSENTIAL

Experience

- A good standard of general education (GCSE, NVQ, A Levels or Degree)
- Experience of working in partnership with other organisations
- Experience and ability to develop volunteers and deliver tailored training
- Experience of working with trustees and board members

Skills & Knowledge

- Insight into and understanding the needs of voluntary/community/charity organisations
- Ability to lead a team of volunteers
- Knowledge of recruitment and selection procedures for volunteers
- An ability to demonstrate empathy with people in difficult circumstances
- A good knowledge and understanding of the issues and barriers for volunteers
- Ability to research and integrate new ideas into work delivery
- Excellent communication skills especially communicating complex information verbally, in writing and visually
- Proficiency in Word processing, spreadsheets and mailbox applications
- Ability to work to deadlines and prioritise work
- Ability to work on own initiative but also as part of a small team
- Understanding of marketing and promotion tools and techniques
- A knowledge of and commitment to inclusion and equal opportunities

Special Requirements

- Ability to work flexibly, some evenings or weekends.
- An up to date DBS is ideal but can be applied for if successful. The DBS check will form a part of the probation period and any concerns that are raised by a DBS may result in termination of the contract.

DESIRABLE

- A related degree
- Experience of working with voluntary/community/charity management committee led organisations
- Experience of working in the third sector and with volunteers
- Experience of developing or delivering training programmes
- Experience of leading workshops and events
- Experience of delivering action planning in a community or public setting
- Accreditation of volunteers
- Clean Driving Licence