

The Brae Riding for the Disabled

JOB DESCRIPTION

Volunteer Co-ordinator

Salary- £15,000 per annum

30 hours per week

Purpose of the post

To develop, expand and retain the numbers of volunteers at The Brae Riding for the Disabled

Range and scope of responsibility

The post holder will be responsible for all aspects of the day to day delivery of volunteering opportunities for including:-

- The responsibility to manage all aspects of the work
- Recruitment and interviewing of volunteers
- Liaising within current framework to facilitate training and placing of volunteers in keeping with RDA guidelines
- The achievements of outcomes and targets relating to the project
- Manage and deliver all aspects of training relating to volunteers

Responsibilities and Tasks

The Volunteer Co-ordinator is line managed by the Centre Manager.

Volunteer Management

Recruitment

- To develop and implement a volunteer recruitment and retention strategy including designing and producing recruitment and publicity materials, media advertising, presentations and displays.
- To assist in the registration process with each volunteer and to take up references and complete relevant disclosure process
- To liaise with both Centre Manager, Stable Manager and Chief Instructor in the selection and screening process
- Assist in ensuring that all Health and Safety regulations are adhered to.

Training and Support

- To assume the day to day responsibility for the ongoing support of volunteers
- To develop and assist in delivering of on-going volunteer training and identify and agree individual training requirements
- To maintain and record regular contact with volunteers for individual support, supervision and review throughout their involvement with RDA
- To organise and facilitate regular support and information events for volunteers to meet and share experiences and to increase their knowledge and skills.
- To help identify and develop ways of assisting and supporting volunteers with higher support needs, including liaising with appropriate organisations
- To help encourage take up opportunities for volunteers to progress within the Centre through support and input training and gaining qualifications such as ASDAN and Saltire awards.

Advice and Information

- To provide information and advice to volunteers, produce and regularly update good practice guidelines and handbook in keeping with RDA guidelines
- To produce regular volunteer newsletters and other relevant information
- To fully utilise the use of all aspects of IT in designing and producing information
- To maintain databases and other confidential records complying with current data protection policies on storage of personal information
- In discussion with other staff members operate the process of matching volunteers to needs of the centre
- To foster good working relationships with any local referring agencies and client groups

Working in Partnership

- To attend meetings and assist in working collaboratively and in partnership with other agencies, community groups and voluntary organisations as appropriate in furthering the aims of volunteering

Promotion and Development

- Together with staff look at ways of publicising, promoting and developing services offered by the Brae Riding for the Disabled
- Give talks to other organisations, groups and individuals relating to RDA

Reporting, Monitoring and Evaluation

- To assist with the gathering of regular feedback from helpers, instructors, riders, carers, families and schools as required for monitoring and evaluation purposes
- To assist the Centre Manager in producing written reports on progress and monitoring evaluation and statistical information required by The Board and The Lottery Funding Agency
- To meet and report regularly to the line manager for support and supervision and annual review

Administration and Finance

- Ensure all volunteer administration systems are effective, efficient and continue to develop and support changing needs.
- Administration of volunteer expenses as appropriate and necessary

General

- To carry out any additional tasks as directed by The Board
- Hours will be flexible but will include regular evening and weekend work

This is a Lottery funded position until 31st August 2014