

## Volunteering Coordinator

Salary Scale : £23,507 - £24,898

Simon Community Scotland is the largest provider of homelessness services in Scotland, with a reputation for excellence. Our vision is that everyone should have a safe place to live and access to the support they need. Everything we do is about and for people: the people we support, our staff, our partners and everyone affected by homelessness. Our values are built into every area of activity and tell the story of how people remain at the heart of the Simon Community.

Our Volunteering Coordinator role is ideal for someone who can galvanise the support of the public, build positive relationships and partnerships, lead projects and initiatives, and crucially, build a volunteering programme that brings genuine value to the organisation and a fantastic experience for our volunteers.

You must be a self starter who can work on your own initiative; motivate and inspire others; drive creative solutions in managing resources and logistic operations, namely our volunteer-led warehouse; and implement creative volunteer programmes for the benefit of people who need our support.

### **Key Responsibilities;**

- Review and streamline our policies and procedures, including risk assessments, to ensure they are fit for purpose.
- Build relationships with key personnel internally and with organisations from which you are recruiting volunteers to understand how they work, develop partnerships and assess service needs and corporate social responsibility 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.
- Ensure there is appropriate support and training for volunteers.
- Promote volunteering (internally and externally) through recruitment and publicity strategies and campaigns.
- Lead the selection process for volunteers and ensure they are appropriately matched and trained for a position.
- Organise rotas and provide inductions and training.
- Monitor, support, motivate and accredit volunteers and their work in line with the Investing in Volunteers quality framework.
- Celebrate volunteering by nominating volunteers for awards and organise celebration events.
- Offer advice and information to volunteers and external organisations through face-to-face, telephone & email contact and keep volunteer records up to date.
- Organise profile-raising events to attract new volunteers.

- Manage budgets and resources, including the reimbursement of expenses.
- Keep up to date with legislation and policy related to volunteering and make any necessary modifications to accommodate changes.
- Generate income, by contributing to funding bids and raise funds to make projects sustainable.
- Monitor and evaluate activities and write reports for funders and trustees.

### **Digital Responsibilities**

There are three expectations we have of you. You must:

- \* Embrace technology in delivering your role.
- \* Support service users to become digitally included.
- \* Play an active role in Simon Community Scotland's social media strategy.

Some of the people Simon Community Scotland support have little experience and knowledge of the internet and using email. You will be expected to help them connect, understand and be safe whilst promoting digital inclusion for people furthest away from the digital age.