



APPLICATION PACK

Post: Volunteering Participation Officer

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ABOUT VOLUNTEER NOW

Volunteer Now promotes, develops and supports volunteering across Northern Ireland. Our work enhances recognition for volunteers, provides access to opportunities and encourages people to volunteer. We provide information and support to volunteer involving organisations on volunteer management, governance and on all areas of safeguarding children, young people and adults at risk.

Our **Community Engagement Team** provides support to all things volunteering. We work with individuals and organisations to promote and encourage volunteering. We support organisations to make sure that they are able to involve volunteers effectively.

<http://www.volunteernow.co.uk/volunteering>

Our **Community Projects Team** oversees a range of volunteer involving projects including befriending, driving and capacity building for older people's groups.

<https://www.volunteernow.co.uk/about/community-projects/>

We have an **Events** team that recruits and manages the volunteers for major events in Northern Ireland. Most recently our events team supported the Covid Vaccination Centres.

<https://www.volunteernow.co.uk/volunteering/event-volunteering/>

The **Volunteer Now Safeguarding Team** provides support for organisations with both child and adult safeguarding and has worked across Ireland and the UK.

<https://www.volunteernow.co.uk/organisations/safeguarding/>

Volunteer Now Enterprises Ltd (VNE) is a social enterprise company which supports the work and activities of the charity, Volunteer Now. VNE offers training for volunteers and organisations, provides assessment against quality standards including Investing in Volunteers (IIV), consultation and research services, and all forms of bespoke support to volunteer involving organisations.

<https://www.volunteernow.co.uk/volunteer-now-enterprises-ltd/>



This is only a brief summary of the work of Volunteer Now so please visit our website for more www.volunteernow.co.uk or follow us on social media.



[VolunteerNow](https://www.facebook.com/VolunteerNow)



[volunteernowenterprises](https://www.instagram.com/volunteernowenterprises)

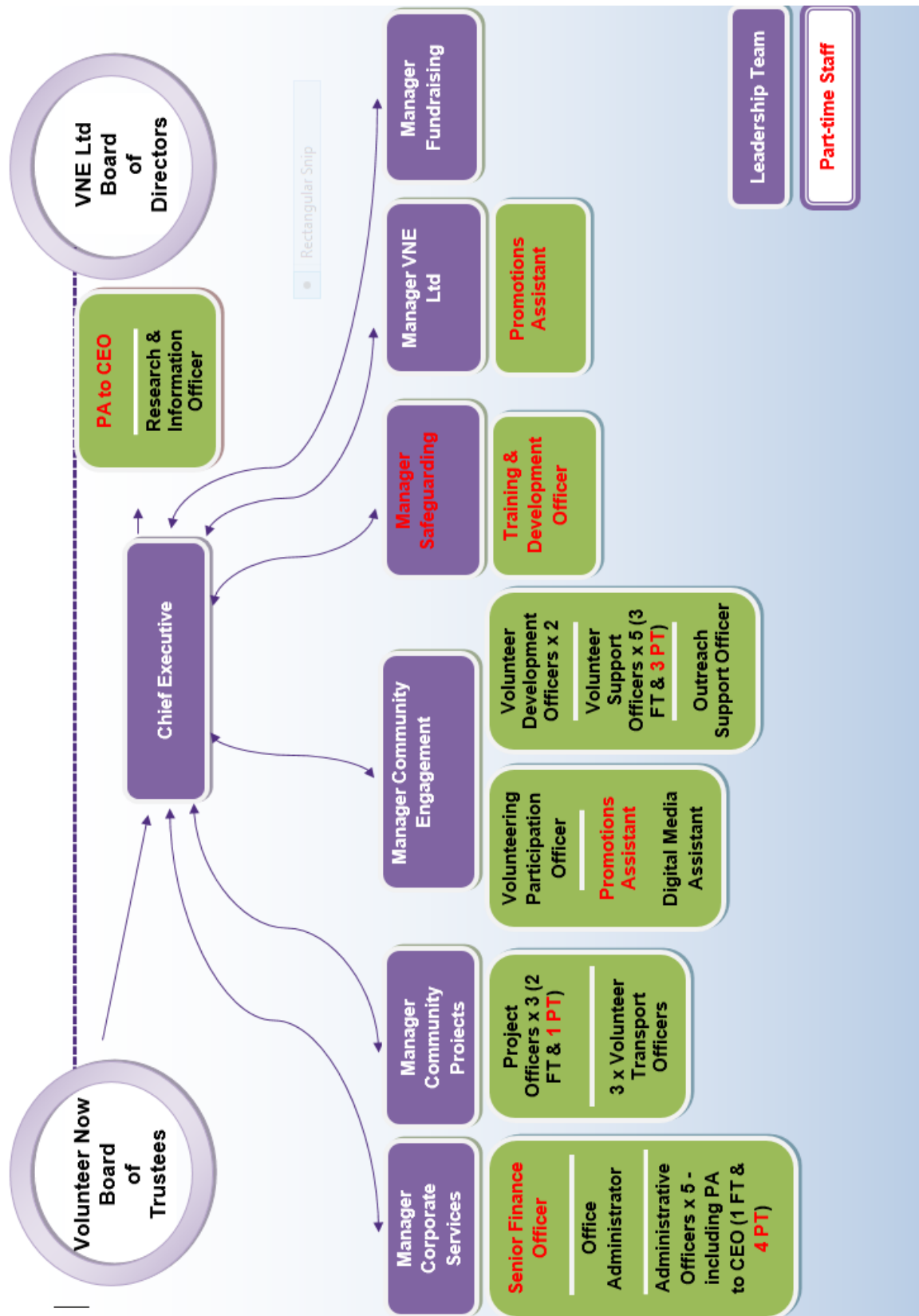


[VolunteerNow1](https://twitter.com/VolunteerNow1) & [VNEnterprise](https://twitter.com/VNEnterprise)



[VolunteerNow1](https://www.youtube.com/VolunteerNow1)

CURRENT ORGANISATIONAL CHART



JOB DESCRIPTION

Job Title: Volunteering Participation Officer
Responsible to: Community Engagement Manager
Salary Range: NJC pt 20-25 £25,991-£29,577 p.a.

Summary of Main Responsibilities

The post holder will be responsible for promoting and developing youth volunteering and youth social action and supporting volunteer involving organisations as they involve young people as volunteers.

Main Areas of Responsibility

Promotion, Support & Development of Volunteering

- Deliver the objectives of the #iwill movement with a focus on the partnership with Co-op, Volunteering Matters and UK Youth.
- Support young people and namely #iwill ambassadors and champions, to amplify their voice and achieve the goals of the #iwill movement.
- Undertake activities that ensure Volunteer Now makes a significant contribution to the increase of youth volunteering and youth social action activity in Northern Ireland.
- Promote and support youth volunteering and youth social action in particular delivery of a #iwill movement, and other youth work /recognition programmes.
- Deliver youth work programmes (including residential) that support young people to deliver youth social action/youth volunteering programmes that meet youth work policy and practice standards.
- Support Volunteer Now to have a youth led voice in all areas of its work.
- Implement annual operational plans for the development and support of youth social action and youth volunteering
- Build and support relationships with local partners and networks with the aim of advancing youth social action and youth volunteering.
- Raise awareness of existing and support the development of new volunteering opportunities.
- Support increased recognition and value for youth social action and volunteering.
- Contribute to the effective use and development of Be Collective, Volunteer Now databases, website and other media forms.
- Contribute to delivery of organisational services e.g. training, health checks, campaigns etc.
- To contribute to health and safety of staff and programme participants.

Operational Contribution

- Contribute to organisational planning, particularly in relation to relevant areas of work.
- Contribute to effective team work within the Engagement Directorate and across the organisation.

- Implement agreed systems for measuring, monitoring and reporting performance against key performance indicators and outcomes.
- Line management as necessary of key staff members
- Represent Volunteer Now as appropriate.

Business Development

- Proactively identify opportunities to develop additional opportunities for income generation across the business unit.
- Proactively identify, seek out and build appropriate partnerships.
- Identify opportunities for improvement across the business unit.

Any Other Duties

- Contribute to effective communication across the organisation.
- Work within and contribute to the aims and objectives of the organisation.
- Undertake such other reasonable duties as may from time to time be required

Contract of Employment:	Fixed Term contract until the end of May 2023 (subject to funding)
Holidays:	22 days per annum (pro-rata for part-time). In addition, statutory/public holidays in accordance with Volunteer Now policy will also be granted. After one year this rises to 25 days and then a further 1 day per year to a maximum of 30 days.
Pension:	A flexible retirement pension scheme is provided with Volunteer Now contributing 4.5% of gross salary per annum. You are eligible to join the scheme once probationary period is completed satisfactorily.
Hours of Employment:	35 hours per week. Reasonable hours outside this (the nature of the work means that evening and weekend work will be required during events therefore the working hours will be across Monday -Sunday, as applicable) are required to fulfil the obligations associated with the post.
Travel & Subsistence:	Current rates are available from the Corporate Services Manager.
Location:	NI wide programme with office bases available in Belfast, Enniskillen, Newry. A hybrid working policy is in place to facilitate home working as part of this post.
Flexibility:	Volunteer Now offers hybrid working and flexible working and family friendly policies.
Career Development:	Training & Development opportunities are provided.

PERSON SPECIFICATION

Applicants must have demonstrable evidence of the following qualifications, core competencies and additional requirements:

Essential

- A relevant qualification (degree level) or three years' experience in supporting young people within the last 5 years.
- 2 years' experience of working with young people in a youth setting.
- Experience of promoting volunteering, social action and delivering support services.
- Experience of volunteering.
- Ability to demonstrate commitment to our organisational values.
- Hold a full driving licence and/or access to a form of transport which will enable the post holder to carry out the duties of the post effectively.

Desirable

- A youth work qualification.
- Experience of delivering youth social action programmes.
- Experience of campaigning and supporting young people to deliver campaigns.
- Experience of delivering and supporting events that are youth led and focussed.

Core Competencies

Candidates will be required to establish through the recruitment process that they meet the following core competencies:

- **Delivering Excellence** (Focus: quality outcomes, learning, continuous improvement)
- **Thinking Outside the Box** (Focus: innovation, resourcefulness, creativity)
- **Working Together** (Focus: connecting, collaborating, building relationships)
- **Getting Things Done** (Focus: decision making, planning and organising, working independently)

VOLUNTEER NOW ORGANISATIONAL VALUES

Excellence & Creativity

We strive for excellence and creativity in all that we do, recognising that each person's contribution is valuable.



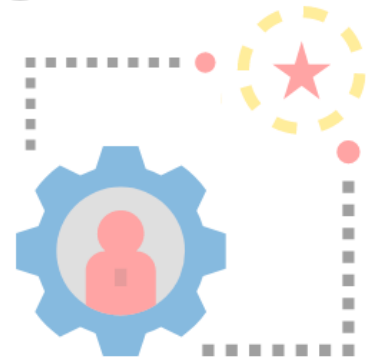
Collaboration & Teamwork

We value working with others, building and maintaining effective partnerships.



We celebrate diversity and promote inclusion to build a culture based on due regard for others.

Respect & Inclusion



We focus on the achievement of positive outcomes for everyone involved in volunteering and apply recognised safeguarding principles to our work.

Beneficiaries & Safeguarding