VOLUNTEER NOW - 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**

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 residentials) that support young people to deliver youth social action/youth volunteering programmes that meet youth work policy and practice standards.
* Deliver talks, workshops and training in order to encourage and promote volunteering
* 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.
* Recruit, train, support and manage volunteers to support events, programmes, activities on behalf of Volunteer Now and partner organisations.
* 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.

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

**PERSON SPECIFICATION:**

**Contract of Employment:** Fixed Term for one year from start date (with possible extension subject to funding)

**Holidays:** 22 days per annum (incremental depending on length of service). In addition, statutory/public holidays in accordance with Volunteer Now policy will also be granted.

**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 base available in Belfast (please note that this post is based in Belfast but will require travel throughout Northern Ireland). A hybrid working policy is in place to facilitate home working as part of this post.

**Person Specification**

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

**Qualifications**

A relevant qualification (degree level) or three years’ experience in supporting young people within the last 5 years.

**Additional requirements**

* 2 years’ experience of working with young people in a youth setting.
* Experience of volunteering, the promotion of volunteering, social action and delivering support services.
* 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:**

* Experience of campaigning and supporting young people to deliver campaigns.
* Experience of delivering and supporting events that are youth led and focused.

**Competencies: Essential**

**Candidates will be required to establish 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)