



# APPLICATION PACK

Post: Development Officer (Inspiring Volunteers)



Rural  
Community  
Network

**VOLUNTEER**

*connect · build · change*

**NOW**

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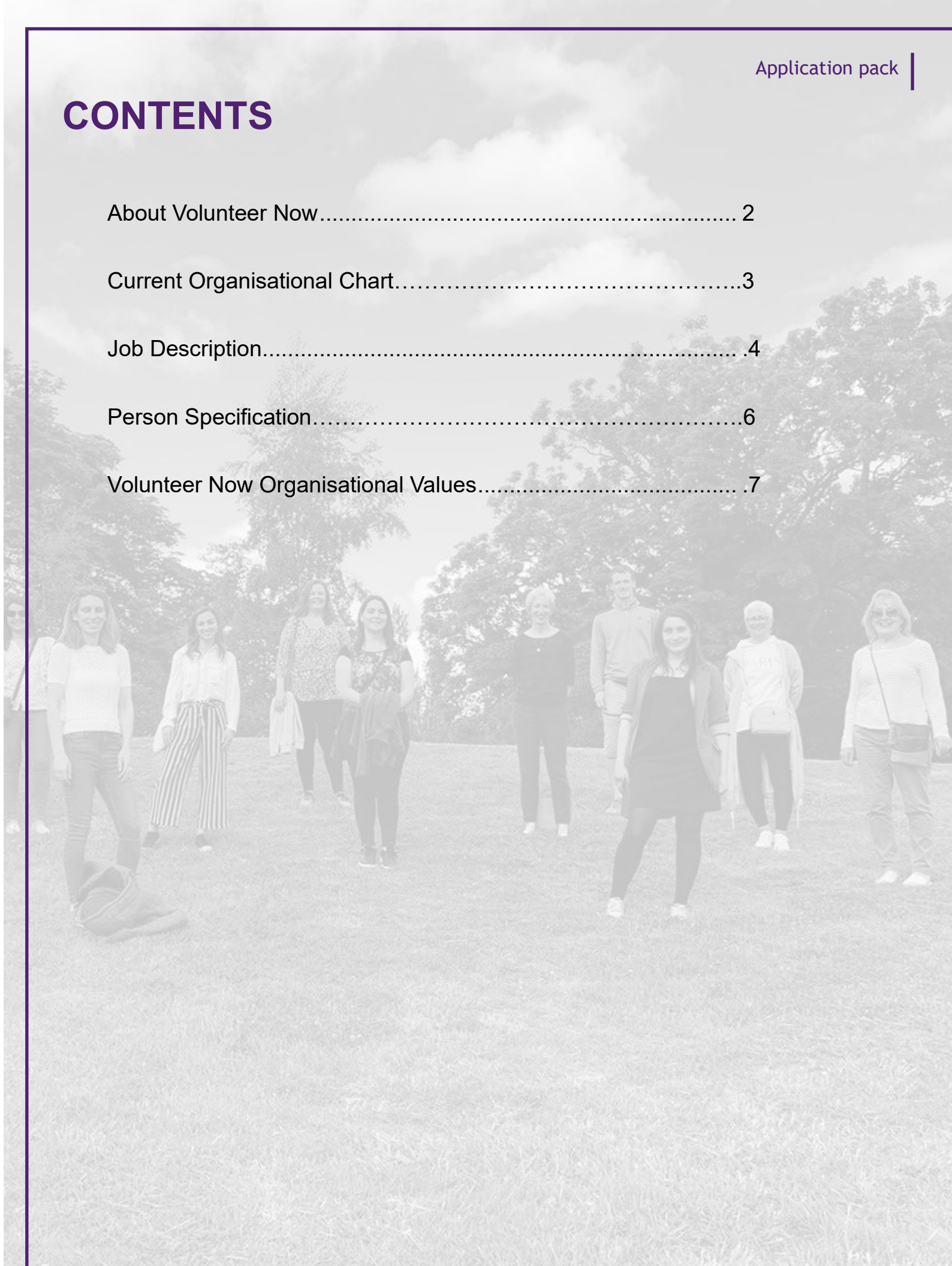
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# ABOUT VOLUNTEER NOW

**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](http://www.volunteernow.co.uk) or follow us on social media.



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



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

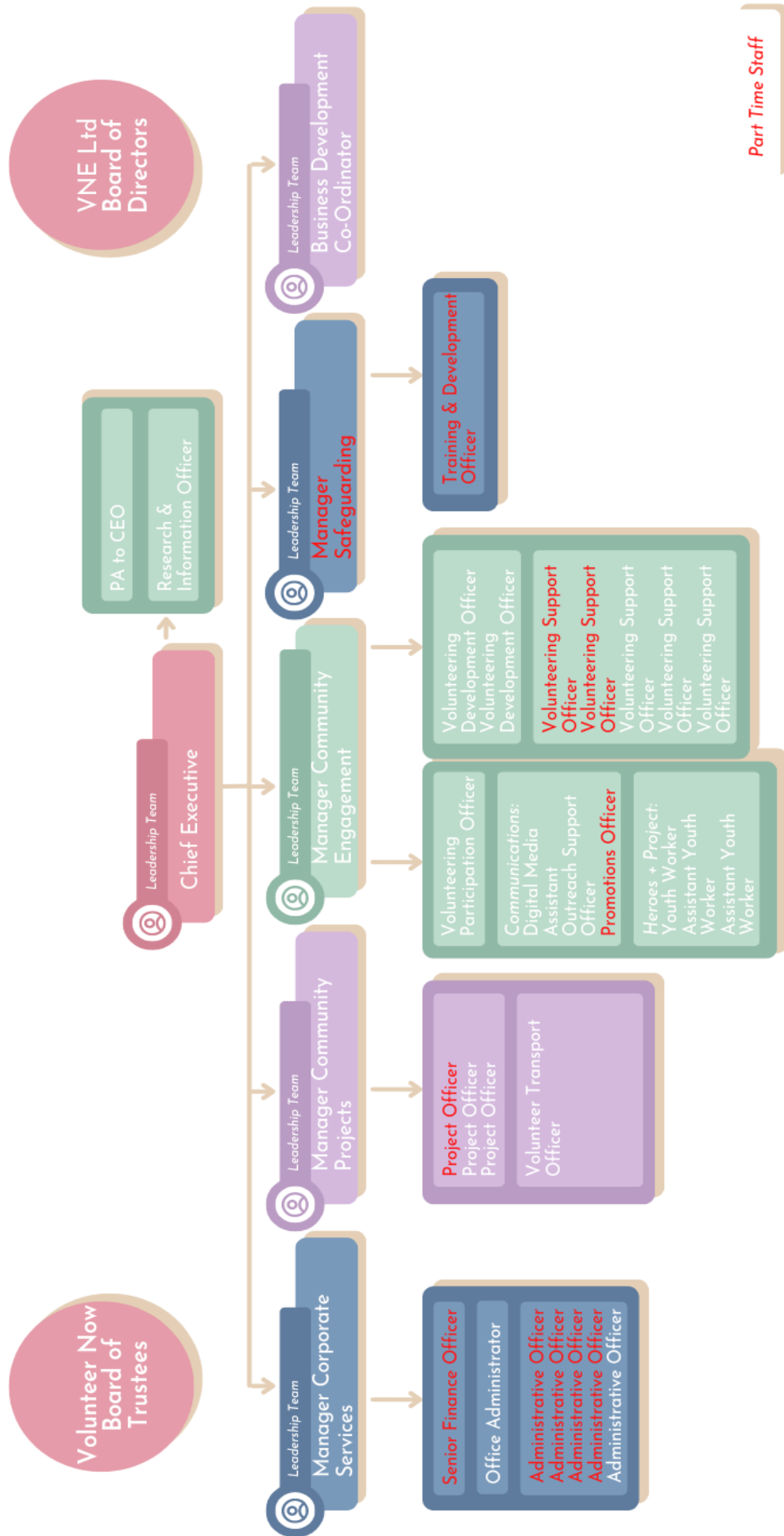


[VolunteerNow1](https://twitter.com/VolunteerNow1) & [VNEnterprise](https://twitter.com/VNEnterprise)



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

# CURRENT ORGANISATIONAL CHART



Part Time Staff

# JOB DESCRIPTION

**Job Title:** Development Officer (Inspiring Volunteers)

**Responsible to:** Community Engagement Manager

**Salary Range:** £26,421 p.a.

## Summary of Main Responsibilities

The post holder will be responsible for providing and co-ordinating support to small rural groups to actively develop of resilience and renewal in these groups. The project will focus on volunteering, governance and building resilience.

## Main Areas of Responsibility

### Co-ordination

- Recruit and support participants for Inspiring and Strengthening Volunteers Programme.
- To co-ordinate programme for Inspiring and Strengthening Volunteers project.
- To build and maintain relationships with the participating groups.
- To support relationships with key partners and networks.

### Information and Support

- To use diagnostic tools – Governance Healthcheck, Volunteer Friendly, Safeguarding, Re-ignite to agree a needs assessment and development plan for groups taking part.
- To raise awareness of good practice within organisations.
- To provide information and mentoring support to organisations to build resilience in identifies areas e.g. governance, volunteering etc.
- To support the recruitment of volunteers.

### Mentoring and Training

- To deliver mentoring support to participants, including practical support to develop policies and procedures as required.
- To identify volunteering training needs within organisations and provide or co-ordinate support required.
- Input to regular review and evaluation of Inspiring and Strengthening Volunteers programme.
- To implement Volunteer Now's quality assurance framework and work with external evaluators as appropriate.

## Any Other Duties

- To represent Volunteer Now at meetings as appropriate.
- To promote all Volunteer Now policies including Equal Opportunities Policy, Safeguarding Policy, etc. and abide by these at all times.
- Contribute to effective communication across the organisation and with RCN.
- 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.

<b>Contract of Employment:</b>	Fixed term for 3 years (subject to funding) .
<b>Holidays:</b>	22 days per annum. 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.
<b>Pension:</b>	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.
<b>Hours of Employment:</b>	35 hours per week. Reasonable hours outside of this are required to fulfil the obligations associated with the post.
<b>Travel &amp; Subsistence:</b>	Current rates are available from the Corporate Services Manager.
<b>Location:</b>	N Ireland wide post based in Rural Community Network office in Cookstown. A hybrid working policy is in place to facilitate home working as part of this post.
<b>Flexibility:</b>	Volunteer Now offers hybrid working and flexible working and family friendly policies.
<b>Career Development:</b>	Training & Development opportunities are provided.

# PERSON SPECIFICATION

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

## Essential

- Third level qualification in relevant subject or three years relevant experience.
- At least two years' experience of providing community engagement or community development support or training.
- At least two years' experience in involving and managing volunteers.
- Excellent communication skills.
- 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 thorough understanding of best practice in volunteering.
- A thorough understanding of best practice in governance.

## 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*

