



APPLICATION PACK

Post: Rural Volunteer Support Co-ordinator



Rural
Community
Network

VOLUNTEER

connect • build • change

NOW

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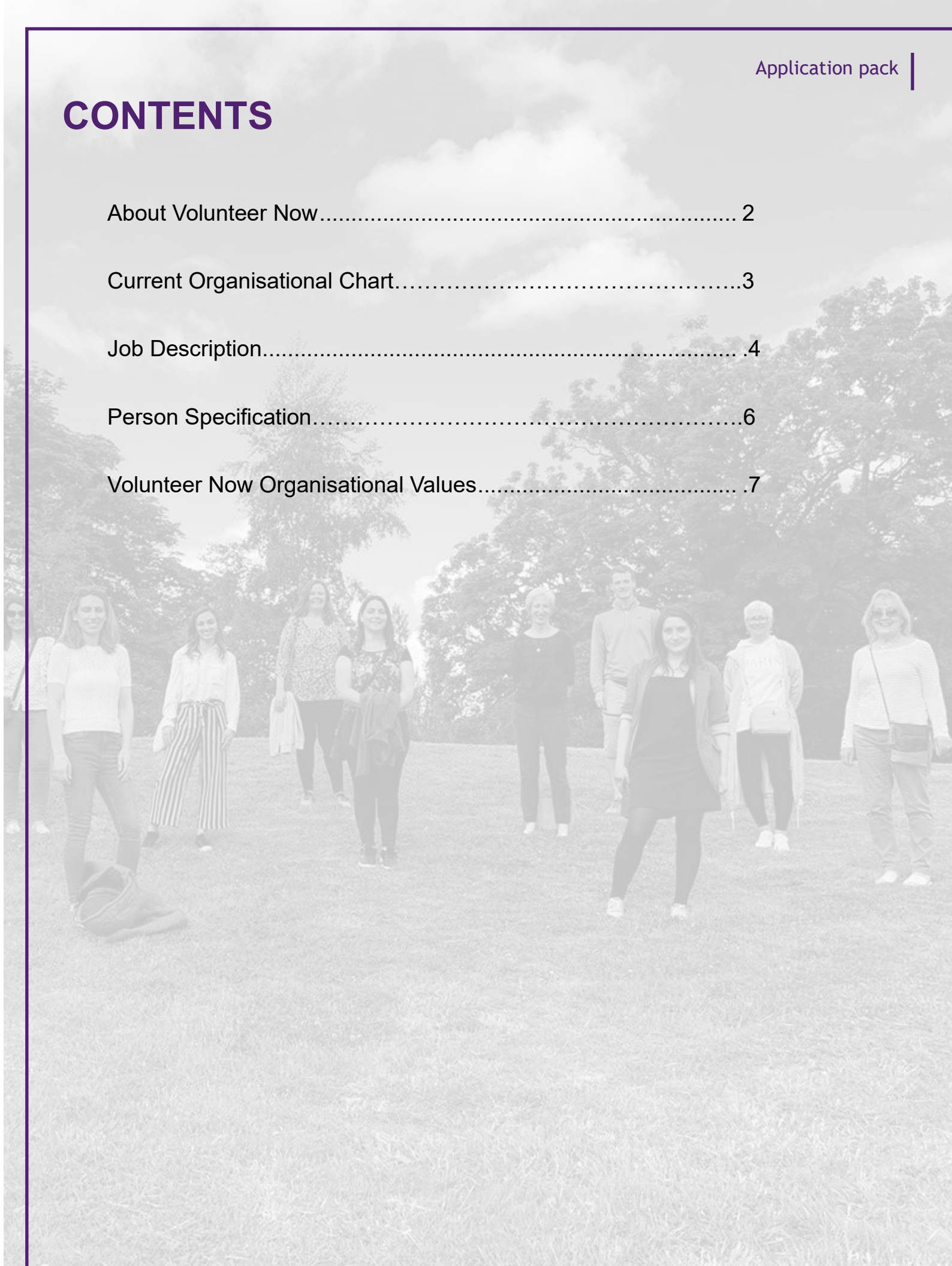
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ABOUT VOLUNTEER NOW

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 or follow us on social media.



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



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

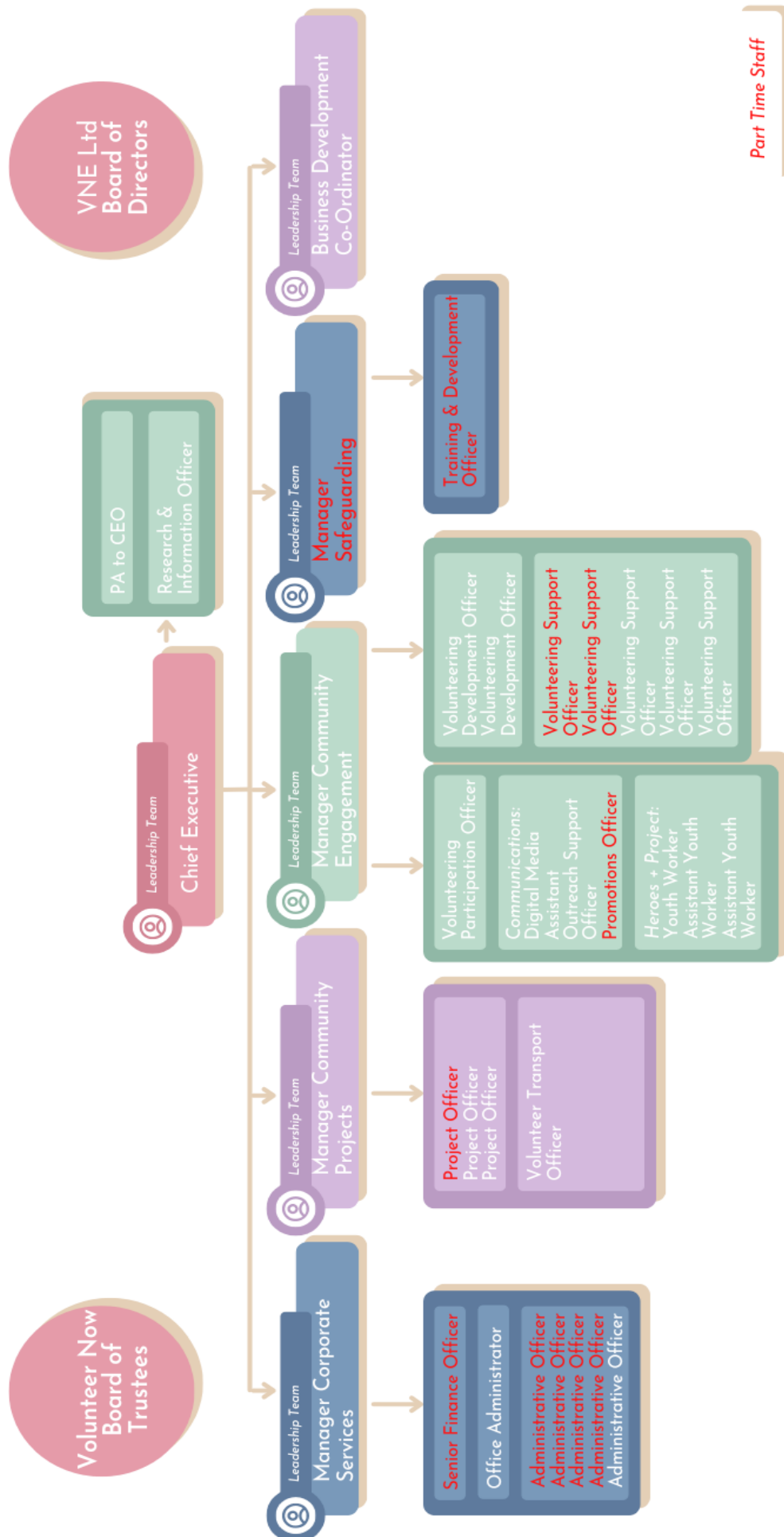


[VolunteerNow1](https://twitter.com/VolunteerNow1) & [VNEnterprise](https://twitter.com/VNEnterprise)



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

CURRENT ORGANISATIONAL CHART



JOB DESCRIPTION

Job Title: Rural Volunteer Support Co-ordinator
Responsible to: Community Engagement Manager
Salary Range: £26,421 p.a.

Summary of Main Responsibilities

Volunteer Now is looking for a dynamic and passionate professional to join our team in a pivotal role that fosters growth and renewal in rural communities.

As a Rural Volunteer Support Co-ordinator, you will work closely with small rural groups across Northern Ireland empowering them through innovative approaches to volunteering, strong governance practices, and sustainable resilience strategies.

About the Role

Purpose: Support rural communities by driving transformative change, building capacity, and enhancing their ability to thrive in today's challenging environment.

Focus Areas: Volunteering initiatives, governance improvement, and resilience-building projects tailored to meet the unique needs of rural organizations.

Key Areas

Co-ordination

- Recruit and support organisations and their members through the programme.
- To co-ordinate the delivery of support.
- 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 support the embedding 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 the programme.

- To implement Volunteer Now's quality assurance framework and work with external evaluators as appropriate.

Any Other Duties

- To represent Volunteer Now and RCN 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.

Contract of Employment:	3 years (fixed term)
Holidays:	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.
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:	28 hours per week. Reasonable hours outside of this may be required to fulfil the obligations associated with the post.
Travel & Subsistence:	Current rates are available from the Corporate Services Manager.
Location:	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.
Flexibility:	Volunteer Now offers hybrid and flexible working and family friendly policies.
Career Development:	Training & Development opportunities are provided.

This post is funded by Dormant Assets NI delivered by The National Lottery Community Fund.

PERSON SPECIFICATION

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

Qualifications

- Third level qualification in relevant subject or three years relevant experience in a similar field, e.g. rural development, volunteer management, community engagement.

Essential

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

Desirable

- A thorough understanding of best practice in volunteering.

Job Circumstances

- Ability to travel throughout Northern Ireland as required.
- Driving licence and access to a car or proof of being able to meet the requirements of the post.

The organisation reserves the right to enhance the above criteria to facilitate shortlisting.

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.



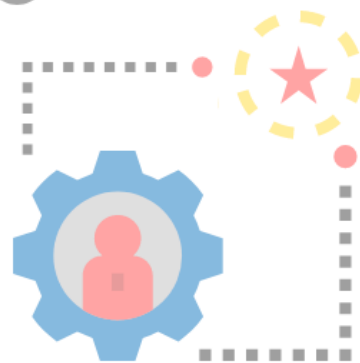
Collaboration & Teamwork

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