

APPLICATION PACK

Post: Programme Link 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/volunteering/volunteer-with-us/>

We have an **Events** team that recruits and manages the volunteers for major events in Northern Ireland. We are looking forward to recruiting and managing the volunteers at the forthcoming All Ireland Fleadh in 2027.

<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.



[Volunteer.Now](https://www.facebook.com/Volunteer.Now)



[Volunteer.Now](https://www.instagram.com/Volunteer.Now)

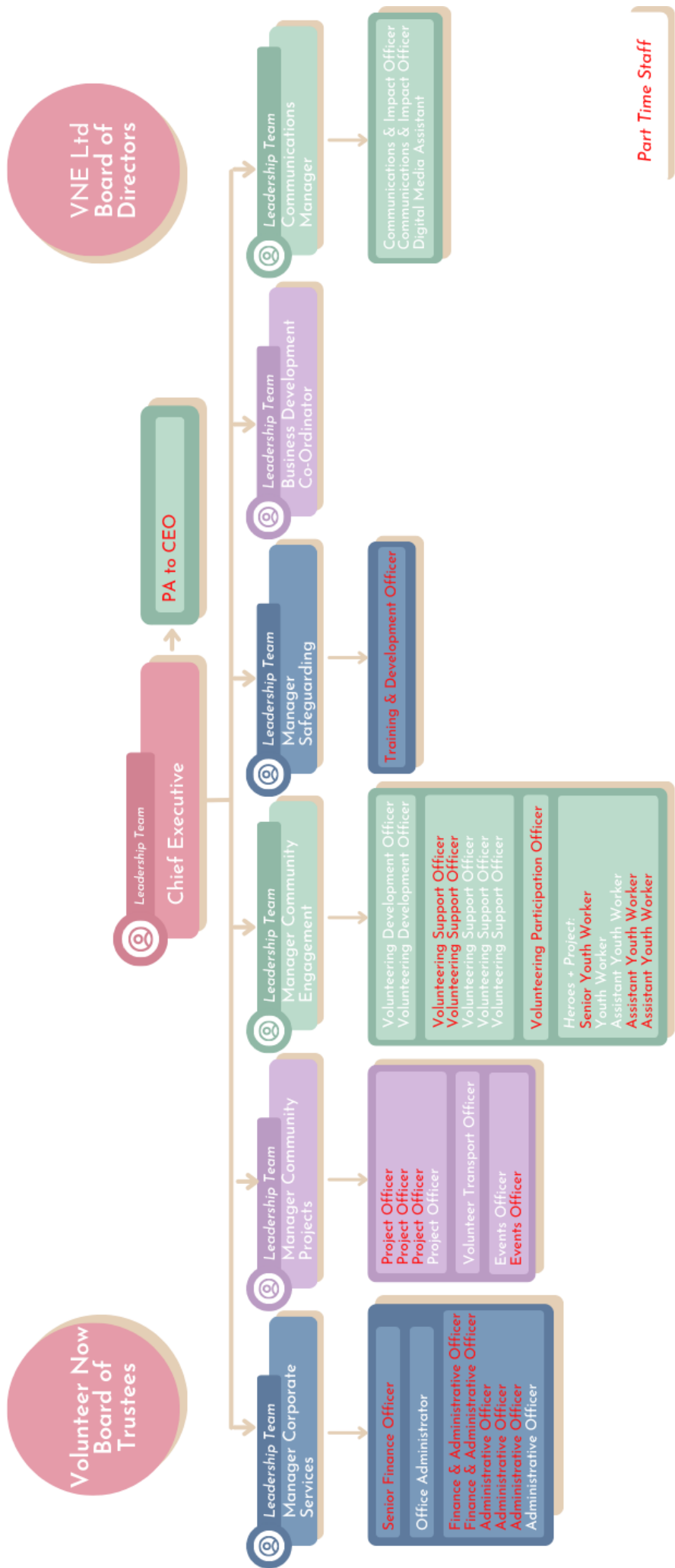


[VolunteerNow1](https://twitter.com/VolunteerNow1) & [VNEnterprise](https://twitter.com/VNEnterprise)



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

CURRENT ORGANISATIONAL CHART



Part Time Staff

JOB DESCRIPTION

Job Title: Programme Link Officer

Responsible to: Community Engagement Manager

Salary Range: £24,849 p.a. (pro-rata to £14,199 for 20 hours per week)

Summary of Main Responsibilities

To provide the effective support in the delivery of the Inspiring and Strengthening Volunteers Project (ISV Project). This project is a joint initiative between Volunteer Now and the Rural Community Network and it aims to provide dedicated support to 6 organisations per year who meet specific criteria. The project is funded by Dormant Assets NI, delivered by The National Lottery Community Fund.

Key Responsibilities

Main Areas of Responsibility

- Liaise with RCN to secure the groups for the incoming 2 years.
- Liaise with the groups involved in the programme sharing key information, key dates and invitations to attend training, networking and events.
- Organise training and networking events for the participating groups, including room hire and catering.
- Be the point of contact for groups - receiving requests for support and ensuring that needs are met and recorded.
- Work closely with the Volunteering Support Officers and Community Engagement Manager in the delivery of the programme.
- Liaise with Volunteer Now staff to arrange meeting dates, maintaining base line report, governance and volunteer health checks and monitoring progress against key areas of work.
- From the diagnostic assessment, governance and volunteer management check curate an individual programme for each organisation which is agreed by the organisation, RCN and Volunteer Now.
- Liaise with groups to arrange external support as requested.

Finance and Monitoring

- Ensure expenditure records are maintained and budgets are adhered to.
- Ensure monitoring and evaluation records are maintained.
- Compile reports for monitoring purposes and share with RCN and Volunteer Now leadership.
- Co-ordinate management meetings with RCN and Volunteer Now to ensure oversight and management of the programme.

Administration

- Creating & sending evaluations to group participants on training.
- Create and send evaluations to groups at the end of each year to assess impact.
- Sending 'Invoice to be issued' forms to finance.
- Share additional materials with groups that may be of benefit.
- Provide desk top publishing and the development of promotional materials as needed.
- Deal with group queries and refer to appropriate staff, when necessary.
- Deal with information requests on a timely basis.
- Keep contact management system up to date.
- Maintain computer file management e.g. SharePoint.
- Provide scanning, photocopying, binding of documents/materials, etc.

Any Other Duties

- Ensure that Health and Safety standards are adhered to and maintained.
- Contribute to effective communication across the organisation.
- Undertake such other reasonable duties as may from time to time be required.

Contract of Employment:

Fixed term until 31 August 2028 (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:

20 hours per week. Reasonable hours outside this are required to fulfil the obligations associated with the post.

Travel & Subsistence:

Current rates are available from the Corporate Services Manager.

Location:

Northern Ireland wide post with an office base available in Rural Community Network, Cookstown or Volunteer Now, Belfast. 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

Additional Requirements (Essential)

- Ability to effectively operate a range of Microsoft packages and other computerised programmes/systems.
- Can work methodically and effectively plan and organise workload.
- Can contribute to the successful organisation/planning of events/conferences/training, etc.

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

Organisational Values

