

## Job Description:

### Ripon YMCA, Volunteering Co-ordinator

**Organisation:** Ripon YMCA, 5 Water Skellgate, Ripon HG4 1BQ

**Responsible to:** Chief Executive

**Salary (FTE 37 Hours):** £16257 pro rata.

**Contracted hours:** 37 hours

#### **Job Purpose:**

The role of the Volunteering Coordinator is to develop a range of volunteering activity at Ripon YCMA including:

- Supporting tenants to engage in volunteering
- Developing volunteering opportunities for community members
- Developing a buddy/mentoring scheme

Working as part of a small team, this role requires flexibility, with some out of hours and lone working.

#### **Principle Responsibilities:**

##### **Develop and manage volunteering / work placements for tenants:**

- Develop and promote a range of opportunities for tenants
- Provide support to tenants to engage in opportunities
- Maintain records of opportunities and tenant engagement
- Develop and implement arrangements for health and safety and safeguarding
- If appropriate attend opportunities alongside tenants and provide support

##### **Develop and manage community volunteering:**

- Identify a range of opportunities at Ripon YCMA
- Develop and implement a screening and induction process for community volunteers
- Ensure appropriate records are kept for community volunteers
- Promote the work of community volunteers at Ripon YMCA

##### **Develop and manage a buddy / mentoring scheme for tenants at the YMCA:**

- Explore and develop a buddy/mentoring scheme
- Develop and implement a screening, induction and training process for buddies/mentors.
- Ensure appropriate records are kept for all buddy/mentoring activity.

### Other duties:

- Using action planning tools, review all projects regularly and engage with supervision to support the learning and development of the projects.
- Identify stories and promote the work of volunteers
- Provide individual support for volunteers who may need accompanying to opportunities.
- Attend events and networking meetings as appropriate.
- Report any incidents or safeguarding concerns and completing the required paperwork
- Attend training as required.
- Being responsible for the security of the YMCA building whilst on duty and complying with Health and Safety and Emergency and Fire procedures.
- Attending a monthly team meeting.
- Undertaking any other reasonable duties requested by the CEO

<b>Ripon YMCA – Person Specification</b>				
Role: Volunteering Coordinator			Salary (FTE 37 Hours): £16,257	
<b>Area</b>	<b>No:</b>	<b>Criteria</b>	<b>Essential or Desirable</b>	<b>How identified</b>
Qualifications	1	Qualified to NVQ Level 3 or higher	D	A
	2	Further education or qualifications in a related area	D	A
	3	A full drivers licence with access to a car	D	A
Experience	4	1 years' work experience	E	A
	5	Understanding of volunteering having been a volunteer yourself	D	A
	6	Computer Literate with working knowledge of Microsoft office including word and excel	E	A & I
	7	Work or volunteering experience as part of a team	D	A & I
Skills/ Knowledge	8	Excellent Verbal and written communication skills	E	A, I and E
	9	Excellent organisational and administration skills	E	A, I and E
	10	The ability to prioritise and complete tasks within a tight deadline	E	A, I and E
	11	Willingness to learn, develop and engage fully with supervision, training and development activity	E	A, I and E
	12	Impeccable attention to detail	E	A, I and E
Attitude	13	A commitment to support young people in difficult circumstances with a non-judgemental approach.	E	A & I

	14	A commitment to equal opportunities	E	A & I
Other	15	Ability to undertake work outside of office hours when requested	E	A & I

Key:

A = Application form

I = Interview

E = exercise at interview