

**Job Description**

**Activities and Volunteer Co-ordinator**

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| **JOB TITLE** | Head Injured People in Cheshire Activities and Volunteer Co-ordinator |
| **PAY BAND** |  |
| **HOURS** | 10 hours per week |
| **RESPONSIBLE TO** | Operational Manager |
| **RESPONSIBLE FOR** | Volunteers |

**Primary Purpose:**

To be responsible for the organisation of all HIP social events and courses and to oversee the development of the volunteer programme.

**HIP Objectives:**

1. To promote the relief of persons who have suffered head/brain injuries from the consequence of such injuries through:
2. The provision of support groups and support services
3. The provision of recreational and social activities

For the benefit of such persons, their families and carers in the county of Cheshire and its surrounding areas.

1. To advance the education of the public in all aspects of head/brain injury and the consequence thereof for those who have suffered a head injury and for their carers
2. To promote improved public health by working towards accident prevention and a reduction in acquired head/brain injury.

**Key Responsibilities**:

* To organise and co-ordinate monthly coffee groups throughout Cheshire; acting as a key link person for all new members.
* To be responsible for co-ordinating all annual social events for the whole membership.
* To co-ordinate social events in specific areas across Cheshire in line with funding acquired in those areas.
* Prepare risk assessments for all organised activities and discuss with the Operational Manager before the event takes place.
* Represent and proactively promote the work of HIP within the local community, to ensure those living with a Head Injury in Cheshire are aware of the support available from HIP.
* Engage new members and facilitate members accessing HIP activities and events.
* Provide regular updates on membership numbers, group attendance and monitoring and evaluation to the Operational Manager.
* To establish a core number of HIP Volunteers for events, fund raising and raising awareness.
* To maintain an up-to-date, accessible, volunteer database.
* To interview, assess and place volunteers and co-ordinate a comprehensive volunteer induction programme for new volunteers.
* To keep up to date with changes in legislation, policy and practice as they affect the work of HIP’s volunteers.
* To support and encourage feedback from volunteers and members.
* To establish and maintain links with a wide range of organisations and businesses across all sectors to further volunteer recruitment
* To compile regular reports on the number of volunteer hours and the financial benefits of volunteer activity.
* To support the team in Fundraising events.
* To ensure the HIP Membership database is accurate.
* Work closely with local statutory and third sector services as required.
* Participate in awareness raising events particularly, Brain Injury Awareness Week.
* To maintain confidentiality in line with HIP in Cheshire Policy.
* Attend any necessary training as agreed in your personal development plan.

**General Responsibilities:**

* To maintain a broad understanding of the work of the Charity as a whole, and actively contribute your ideas to improve the services provided by the Charity.
* To ensure your own actions contribute to maintaining a high quality of service.
* To participate every 6 months in the Performance and Development Review. To undertake any identified training and development and be responsible for the self-development of skills and competencies
* To undertake statutory and mandatory training as deemed appropriate by the Operational Manager.
* To develop and maintain effective working relationships with colleagues, members and supporter of HIP.
* To adhere to all HIP in Cheshire policies and procedures.
* To take individual responsibility for any Health and Safety issues and obligations under the Health and Safety at Work Act and to comply with other relevant legislation and policies.
* The Charity is committed to reducing Health Care Associated Infections. You must have the necessary up to date vaccinations as you will be working with a client group with multiple health problems.
* You may gain knowledge of confidential matters which will include personal and medical information. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality may lead to disciplinary action being taken against you
* To comply with Charity's codes of conduct and accountability and submit all financial reports in a timely manner.
* Raise any concerns about members in line with the Incident Reporting Policy.

**Equality & Diversity**

**The Charity** **will ensure that job applicants and prospective and current employees are treated solely on the basis of their merits, abilities and potential without any unjustified discrimination on grounds of age, gender, disability, family circumstances, race, colour, nationality, ethnic origin, social and economic status.**

**Disclosure and Barring Service (DBS)**

“REHABILITATION OF OFFENDERS ACT: This post is exempt from the Rehabilitation of Offenders Act 1974. Should you be offered the post it will be subject to a criminal check from the **Disclosure and Barring Service (DBS)** before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions”.

The Charity requires an Enhanced Disclosure through the **Disclosure and Barring Service (DBS)** for this post to ensure suitability for employment.

*This list of duties is not intended to be exhaustive, but indicates the main areas of work and may be subject to change after consultation with the post-holder to meet the changing needs of the charity*

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| **Job Ref:** |
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**PERSON SPECIFICATION**

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| **JOB TITLE** | Head Injured People in Cheshire Activities and Volunteer Co-ordinator |

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|  | **ESSENTIAL** | **DESIRABLE** |
| KNOWLEDGE | Knowledge and understanding of charitable and voluntary sector work.  Computer literate, with proven experience of word processing and database management.  Knowledge of how to undertake risk assessments. | Knowledge of working with brain injury or stroke survivors.  Knowledge of working with a disability group.  Knowledge of a range of statutory services. |
| **SKILLS** | Effective communication skills; telephone, face to face and written.  Excellent interpersonal and relationship-building skills.  Excellent organisational skills with the ability to manage and prioritise workload and meet deadlines.  Ability to use initiative and solve problems creatively.  Independent worker.  Able to work on a number of projects simultaneously. | Ability to create and use publicity.  Ability to give presentations to large and small groups of people across all sectors |
| **EXPERIENCE** | Experience of researching, planning & organising activities.  Experience of delivering a wide range of activities to large groups.  Experience of recruiting, supporting and developing volunteers with the ability to motivate volunteers. | Experience of leading a small number of volunteers.  Evidence of successful working with another charity organisation.  Website management. |
| **PERSONAL** | Strong team work ethic.  Flexible approach to working – including willingness to work some evenings and weekends to fulfil the requirements of the post.  Awareness of Health and Safety issues of self and others.  Must hold a full driving licence and have access to own car.    Commitment to Equal and diversity principles and practice.  Enthusiasm and motivation.  Empathy with members. | Commitment to Continuous Professional Development.  Current First Aid Qualification |

**Signature of Postholder:** …………………………………………………. **Date:** ………………

**Print Name:** ………………………………………………………………….

**Signature of Manager:** …………………………………………………….. **Date:** ………………

**Print Name:** …………………………………………………………………..