



THE JUDGE'S LODGING

JOB DESCRIPTION

Position Title:

Volunteer Coordinator, part time 19.5hrs p/wk

2 year fixed term contract

Salary: £9,126 pa (£9 per hour)

MAIN PURPOSE OF THE POST

To manage and develop the volunteering programme at The Judge's Lodging and to embed it as a sustainable element of the Judge's Lodging operational model and business plan.

Responsible to:

Development Manager

Responsible for:

Judge's Lodging volunteer team

Key tasks and responsibilities

1. To work with the Development Manager to identify roles where volunteers can provide valuable input to the Museum's operational activity and to create specific volunteer roles
2. To work with the Development Manager to create a policy for volunteering at The Judge's Lodging which will outline details such as expenses claims, codes of conduct, training and personal development processes.
3. To be a member of the Operational team which runs The Judge's Lodging and to learn all the basic skills required to do so.
4. To co-ordinate the recruitment and induction of volunteers and carry out administrative tasks associated with the volunteer programme, including reimbursement of expenses.
5. To maintain a volunteer management system including individual records, monitoring personal development, delivering regular feedback, and promoting the welfare of volunteers.

6. To identify volunteer training needs and co-ordinate a volunteer training programme.
7. To promote awareness of the volunteer programme and encourage inclusion and diversity in recruiting from the local community, as well as liaising with volunteer agencies in Powys, and to actively support and implement the principles and practice of equal opportunity.
8. To work flexible hours in order to be an accessible central contact point for volunteers at the Museum and ensure effective two-way communication between Museum staff and the volunteers
9. To keep abreast of relevant legislation and provide functional advice and guidance to the Development Manager regarding management of volunteers.
10. To address health and safety policies and arrangements in a pro-active manner to ensure that a high standard of safe working practices are maintained.
11. This position has a requirement for an Enhanced DBS Check, this position is classed as regulated activity under the Safeguarding of Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012 and will be subject to a check to the list of those people barred from working with vulnerable adults.
12. Welsh language competency level 1 – Able to pronounce Welsh personal and place-names correctly, and can give/respond to basic greetings on the telephone or in person.

PERSON SPECIFICATION

Essential Skills, Knowledge and Experience

Experience of volunteer schemes

An understanding of volunteer management practises

An interest in museum work

Ability to work alone and as part of a small team

Able to communicate effectively and confidently with people

Good written communication skills

Good basic IT skills (able to use Microsoft Word, Excel, email & internet)

Good organisational skills and able to work to deadline

Able to work flexible and unsociable hours including weekends, as required

Commitment to the principle and practice of Equal Opportunities

Desirable

Experience of supervising people

Full valid driving licence

A volunteer management qualification

Welsh language competency level 1

Please Note:

This post is subject to an enhanced DBS

Prepared by: Liz Dollimore

Date Prepared: 23 March 2017

On behalf of The Judge's Lodging Trust Ltd