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**ECHO FOR EXTRA CHOICES IN HEREFORDSHIRE**

JOB DESCRIPTION – Volunteer Co-ordinator, StEP

ECHO is a charity mainly working with people with moderate or severe learning difficulties. We also support people with mental health needs or who have physical or sensory impairments. ECHO runs 30 different activities each week in community settings across Herefordshire. ECHO is committed to providing services that promote choice, rights and independence for people with disabilities in Herefordshire. We make sure that we involve and inform people with disabilities about the services we provide.

ECHO’s Steps to Employment Project (StEP) is a National Lottery Community Fund supported programme that builds on the success of our previous Inclusive Volunteering Project.

A key aim of the project is to specifically identify volunteering, work experience and employment opportunities within local Herefordshire communities for beneficiaries to include ECHO participants and supported volunteers.

We will recruit, place and support a diverse range of new volunteers and support those individuals with all aspects of moving into work experience and employment placements including upskilling beneficiaries in IT, literacy as well and work skills.

StEP will also expand our work with partnership organisations in the local community, strengthening the volunteering and employment support network across the county.

**Main purpose of post**

We are seeking an experienced and motivated person to join our Steps to Employment Project (StEP) as a Volunteer Co-ordinator. ECHO currently has over 150 volunteers, with 57% having extra support needs. The individual would work collaboratively with the Volunteer Manager to provide support to our existing volunteers and to recruit, place and induct a diverse range of new volunteers from the wider community.

Ideally the successful candidate will have experience of supporting disabled people either professionally or in their personal life, but a demonstration of commitment to this area of work or experience with other vulnerable groups will also be considered.

It is a part time appointment of 21 hours per week. Hours to be spread between 9.00am to 5.00pm, Monday to Friday (working pattern open to negotiation). This will be based in Leominster with travel to our ECHO projects in Leominster and Hereford required. However, on occasion the Volunteer Co-ordinator will need to work outside of these times, which may include evenings or weekends.

**Job Purpose**

In partnership with other project staff:

* To recruit, train and support a wide range of volunteers to work within ECHO Projects.
* To provide additional training and support to enable people with their own support needs to take part in volunteering both within ECHO and in the wider community.

***Main Tasks***

1. In partnership with the Volunteer Manager and Outreach Officer, recruit, induct and place new volunteers. This will include:

* Recruiting mentor volunteers from the wider community to work within ECHO projects.
* Recruiting volunteers with additional support needs.
* Identifying people with learning disabilities who would benefit from involvement in volunteering.
* To identify work experience students and oversee their placements within ECHO projects.
* Assessing the support needs of all volunteers.
* Placing new volunteers into a range of volunteering opportunities within ECHO.

1. Develop an enhanced volunteer training programme which will build skills and enhance awareness of commitment and responsibilities.
2. Develop and run specific courses for volunteers with additional needs including:

* How to be a good volunteer
* Confidence building

1. In partnership with the Outreach officer, provide ongoing and high quality supervision and support for all volunteers.
2. Work with the Volunteer Manager and ECHO marketing officer to promote the project to potential volunteers and other organisations.
3. Form links and work with employment support agencies and signpost work ready volunteers.
4. Provide training for host organisations, their staff and existing volunteers on how to support volunteers with additional needs, addressing misconceptions and promoting good practice.
5. Making sure that all monitoring, evaluation and reporting required by the project is completed accurately and on time.
6. Attending relevant training events /activities.
7. Attending regular staff meetings and supervisions.
8. Working within all ECHO's policies and procedures.
9. Undertake any other duties commensurate with the post, as requested by your manager.

**Project Specific Duties**

1. To support the Volunteer Manager with all aspects of the Steps to Employment Project and encourage development under their guidance including:

* Delivering the outcomes and targets as agreed by the National Lottery Community Fund.
* Monitoring progress of all work with volunteers against the outcomes and targets set.
* To help with arranging social events for volunteers to celebrate the work they do and to promote a cohesive volunteering team.

**Terms and conditions**

**Hours:** 21 hrs per week

**Salary:** £23,770.50 (£13,311 pro rata)

**Annual leave:** Entitlement is 6 weeks’ annual leave per annum (Jan to December). This includes pro rata bank holidays and a mandatory week at Christmas when all ECHO activities are closed.

**Sickness entitlement:** All employees are entitled to up to 6 weeks on normal pay, including any Statutory Sick Pay (SSP) entitlement. Employees whose normal earnings are in excess of the Lower Earnings Limit for payment of National Insurance Contributions may also be entitled to SSP for up to 28 weeks in any period of incapacity. Any previous period of sickness absence in the 12 months preceding the first day of the new period of absence, will be counted against the absence. Trustees may make a discretionary decision to extend periods of full or half pay to individual members of staff in situations of specific need and within the available resources of ECHO. Any such decision would be at the request of the chief officer to a meeting to the full board of trustees.

**Pension:** ECHO offers the NEST (National Employment Savings Trust) pension scheme to employees.

**PERSON SPECIFICATION – Volunteering Co-ordinator, StEP Project**

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|  | **Essential or Desirable** |
| **Experience** | |
| Experience of working with people with learning disabilities (either in a paid or voluntary role) | **E** |
| Experience of running a programme of training and support | **E** |
| Experience in Volunteer Management | **E** |
| Experience in networking and building relationships | **D** |
| **Qualifications and Training** | |
| A good general level of education | **E** |
| Attendance on any courses relating to working with disabled people | **D** |
| Health & Safety training | **E** |
| Qualification in Volunteering | **D** |
| Qualification in training | **D** |
| **Skills & abilities** | |
| Good administrative, organisational and time management skills | **E** |
| Able to communicate with disabled people in a way that promotes respect & equality | **E** |
| Able to work as part of a team and share skills and knowledge | **E** |
| Able to set priorities and work under own direction | **E** |
| Good working knowledge of using computers. | **E** |
| Good verbal communication skills | **E** |
| Ability to find practical solutions to problems | **E** |
| Car driver with a reliable vehicle for use during work and willingness to transport participants | **D** |
| **Project Specific Skills** | |
| Experience of monitoring and evaluation | **E** |
| **Personal Qualities** | |
| An understanding of and commitment to the principles of equality and diversity | **E** |
| Respect for people’s rights and dignity | **E** |
| A person centred approach to working with individuals | **E** |
| Adaptable and willing to learn new skills | **E** |
| An understanding of the importance of confidentiality | **E** |
| Self-motivation and enthusiasm | **E** |
| Sensitivity and diplomacy | **E** |