

VOLUNTEER & MENTORING COORDINATOR Staffordshire NEETS

Job Pack

Sova is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment. Enhanced DBS checks will need to be completed and any individual banned from working with children/and or vulnerable adults should not apply.

When completing the application form please ensure that you provide evidence of all the criteria in the person specification.

Sova is a Disability Confident Employer and actively welcomes applications from disabled candidates. We operate a guaranteed interview scheme for all disabled applicants whom the shortlisting team determines meet the minimum criteria for the post (see essential criteria on the person specification). Please ensure that you highlight that you are disabled on the diversity form to ensure that you are automatically considered for a guaranteed interview, if you meet the minimum criteria.

Job Reference: VMC1194 (please ensure you quote this reference on your application form)

Job Title: Volunteer & Mentoring Coordinator

Base: Stafford/Staffordshire

Salary Range: £20,502 - £22,253

Starting Salary: £20,502

Hours: 35 Hours per week, Full-time

Project Funding end Date: March 2019

Please do not send CV's as they are not an acceptable alternative to any part of the application form and will not be considered or read. Completed application forms should be submitted in Word format only and should be returned electronically to: recruitmentmidlands@sova.org.uk

Closing date: Midday Friday 24 March 2017

Interview date: w/c 3 April 2017

Job Description

Job Title: Staffordshire NEETS Volunteer & Mentoring Coordinator
Base: Stafford/Staffordshire

ORGANISATIONAL BACKGROUND

Sova is a charity that works in the heart of communities in England and Wales helping thousands of people to steer clear of crime. When people find themselves in difficult situations, we make sure they have someone on their side to help them find the confidence to make choices to improve the quality of their lives. Whether it is about finding a job or finding friends, understanding how to manage money or discovering new prospects, we help people change their lives for the better.

Sova's vision is for a society where people have the stability and confidence to steer clear of crime and make better choices, building stability both at work and at home

Sova works with a range of partners and receives funding from a number of sources to offer the personal support and practical advice that enables people to make better choices and improve the quality of their lives.

Sova is a wholly owned subsidiary of CGL, benefitting from being part of the wider CGL group and sharing its values and vision to enable those in need to help themselves to lead independent and crime free lives. For information about CGL and their work, please see their website www.cgl.org.uk

CONTEXT

Reed in Partnership have invited Sova to provide a mentoring service to clients in Staffordshire and Stoke on Trent who are struggling to find work. It is a new initiative which will run for 24 months from April 2017. The aim of the provision is to help unemployed people enter and sustain employment. Through tailored, personalised packages of support, it will deliver additional, individual support to enhance and wrap around existing DWP mainstream provision, helping to ensure sustained job outcomes for disadvantaged people who face multiple barriers to work.

The Volunteer & Mentoring Coordinator role requires direct knowledge and experience of the client group, understanding of volunteering, knowledge of relevant legislation, supervising volunteers throughout their position. It is a specialised practical role. Supervising roles are generally similar in nature (e.g. volunteers). The role involves networking to get volunteers – based on presenting facts and evidence. The role will interpret practices – most problems can be tackled on experience, and arrives at a solution based on experience, but advice will be available.

The Volunteer & Mentoring Coordinator will recruit, train and support a pool of 40 volunteers across the region as well as holding a case load of clients themselves. They will provide ongoing contractual and volunteer management and ensure that the project shares best practice and learns from others.

The **Volunteer & Mentoring Coordinator** will be required to work some early evenings and weekends.

Core Competences

- To recruit, interview and train community volunteers and peer volunteers.
- To work directly with beneficiaries participating on the project, and to support them in identifying their personal and group aims and objectives.
- To deliver volunteer training, advice and guidance to project participants
- To take responsibility for administrative tasks, including data inputting and collation; maintaining records; gathering information, general administration and to be self administrating.
- To process returns including monitoring returns, petty cash, sickness, expenses and other returns
- To conduct staff performance reviews and facilitate staff development
- To contribute to project promotion and participate in project development and forward planning
- To network and liaise with other voluntary organisations and projects to ensure no duplication of work.
- To ensure Health & Safety and Safeguarding policies & procedures are adhered to throughout the project activities.
- To manage participant referrals, develop participant action plans and provide advice and guidance
- To take an active part in the end of project evaluation and dissemination of the lessons learnt from the project delivery as appropriate
- To maintain productive relationships with partners including attending meetings, preparing reports etc.
- To cover any appropriate aspect of other team members roles in their absence
- To contribute to meeting project targets and objectives
- To take part in regular supervision with line manager
- To participate in the general development of Sova through meetings, training and attendance of other events
- To carry out any other duties within the scope of the post

Attitudes and Behaviours

All Sova staff are required to act at all times in accordance with Sova expectations of attitudes and behaviours. These attitudes and behaviours include, but are not limited to:

- Representing Sova in a professional manner on all occasions.
- Striving to improve and share good practice, and work towards continuous improvement
- Maintaining and promoting effective communication and shared good practice across the organisation as a whole and externally.
- Promoting mutual trust and respect as a guiding principle for all working relationships both internal and external
- Adopting a co-operative approach to service delivery which draws on the strength, knowledge and expertise of all individuals including service users, staff and volunteers



- To be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

Person Specification –Staffordshire NEETS - Volunteer & Mentoring Coordinator

Listed below are the key competences, the qualifications, the knowledge and/or experience required for this post. Evidence of meeting the criteria in this person specification must be shown when completing the application form for the post and will be further tested at interview through questioning and testing.

The post holder will be able to:

Competences	E/D	Assessment criteria
	Essential Desirable	A – App Form I – Interview T – Test D - Documents
SKILLS/ABILITIES		
Administration Data inputting and collation, maintaining records, drafting letters, information gathering, carrying out general office duties	E	A, I
Communication Preparing reports, liaising with partners and funders, relating to colleagues, volunteers and beneficiaries, demonstrating competence in Microsoft Office	E	A, I
Management of time and workload Planning work; meeting deadlines	E	A, I
Support & supervision Supporting volunteers and staff. Providing supervision to volunteers and staff. Ability to work unsupervised	E	A, I
Liaison with partners Communication skills, preparation of reports	D	I
Work within organisational policies Implementing organisational policies e.g. Confidentiality, Equal Opportunities/Diversity, Health & Safety, Child protection	E	A, I
Information Technology Awareness Microsoft Office experience, and aware and comfortable with Email, Facebook, MySpace, and E-social networking	D	A, I
KNOWLEDGE/UNDERSTANDING		
Working with volunteers Recruiting, interviewing, training, matching, supervising volunteers	E	A, I
Monitoring processes Understanding of the purpose of monitoring and of monitoring systems	E	A, I
Needs of young people Understanding of the circumstances and barriers existing for young people.	E	A, I
Child protection	E	A, I

Knowledge of current thinking and policy developments in this area		
EXPERIENCE		
Experience of working with job seekers and volunteers in the community	E	A,I
Experience of teamwork in a pressured situation Working with others to effectively carry out all necessary duties in the timescales required.	E	A, I
PTLLS Teacher Training Qualification Have gained, willing to work towards qualification	E	A, I, D
SPECIAL CONDITIONS RELATING TO THIS POST Enhanced DBS Disclosure required	E	D

Summary of conditions

JOB TITLE:	Volunteer & Mentoring Coordinator
BASE:	Stafford/Staffordshire
STARTING SALARY:	£20,502
TOP OF BAND:	£22,253
WORKING WEEK:	Normal working hours are Monday – Friday, between 9am and 5pm; however the post holder may be required to work outside of the normal hours (evening and weekends) Overtime is not payable as Sova operates a time off in lieu system for any hours worked in addition to those stated.
HOURS OF WORK:	35 hours
PROBATIONARY PERIOD:	This post is subject to a 6-month probationary period wherein one week's notice is required on either side. Once confirmed in post, the notice period is one month.
CONTRACT:	This post is currently funded until March 2019. Whilst all efforts will be made to secure continuing funding, Sova can only guarantee the post until this date.
HOLIDAY ENTITLEMENT:	26 days per annum, plus all Public Holidays
LEAVE YEAR:	April - March
PENSION:	Those meeting the eligibility criteria will be auto enrolled with Standard Life
TRAVEL AND SUBSISTENCE:	All costs other than home to office are reimbursed according to regulations and within budget
CRIMINAL RECORD CHECK:	An enhanced criminal records check, prison security clearance and registration with the Independent Safeguarding Authority are required for this post.
ACCESS:	Sova's policy is to facilitate access for people with disabilities through reasonable adjustments
SMOKING:	Smoking is not permitted in Sova buildings
OTHER INFORMATION:	Parking facilities vary according to location

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