

VoluntaryActionIslington

JOB DESCRIPTION

POST: Capacity Building Officer - Volunteering

GRADE: SCP 33-38

SALARY: £32,472 (pro rata)

HOURS: 21 hours per week

DURATION: 12 months

RESPONSIBLE TO: Chief Executive

MAIN DUTIES

This post is responsible for supporting and developing organisations and volunteer managers in Islington by promoting and encouraging good practice in the recruitment and management of volunteers. The post holder will support organisations to create sustainable placements for volunteers who experience barriers to employment. They will offer support, training, tools and advice to organisations enabling them to be more inclusive within their volunteer roles, while improving the effectiveness of their programmes.

DUTIES AND RESPONSIBILITIES

1. Offer good practice support and advice to voluntary and community groups wishing to establish new or develop existing volunteer programmes. Assess their volunteering training and development needs and identifying appropriate ways in which to meet them.
2. Produce written tools, including e-bulletins, blogs and social media posts as well as guides and fact sheets on good practice in volunteer recruitment and management and make them accessible to voluntary and community organisations in the most appropriate manner.
3. Support organisations with writing role descriptions for volunteers, and offer advice on role carving where necessary
4. Develop, coordinate and deliver a programme of volunteer management training for volunteer-involving organisations and their volunteers as well as tailored and bespoke training for specific projects.

5. Work in partnership with relevant voluntary, statutory and private sector agencies to deliver the outcomes for organisations, developing partnership agreements where necessary
6. Develop and maintain monitoring and evaluation systems to ensure that the outcomes and impact of the project are measured.
7. Help to maintain information on the Volunteer Centre webpage; ensuring that information is current and useful.
8. Review, develop and update policies and procedures, ensuring they are accurate, relevant and up to date.

ADDITIONAL

1. At all times carrying out responsibilities/duties within the framework of VAI's equal opportunities and other policies.
2. To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
3. To carry out additional tasks that may be required from time to time to achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed with the line manager.
4. To assist with cover and reception arrangements at 200a Pentonville Road, dealing with enquiries and signposting service users to ensure high standards of customer service.
5. To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
6. The post holder is expected to be committed to VAI's core values of fairness, effectiveness and transparency and to demonstrate this commitment in the way they carry out their duties.
7. Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
8. Carry out duties and responsibilities in accordance with VAI's Health and Safety Policy and relevant Health and Safety legislation.
9. To collect and record data about service provision that can be used for monitoring purposes and to support service improvement

PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job. It will be used in the short-listing and interview process for this post.

You should demonstrate on your application form how you meet the following essential criteria.

Designation: Capacity Building Officer		Grade: SCP 33-38
ESSENTIAL REQUIREMENTS		
EDUCATION and EXPERIENCE		
1.	Experience of providing advice and support to a diverse range of voluntary and community organisations to establish good practice systems, policies and procedures	
2.	Experience of planning, co-ordinating and delivering training programmes	
3.	Experience of establishing and managing monitoring and evaluation systems and producing comprehensive monitoring reports	
4.	Experience of recruiting, managing and motivating volunteers	
5.	Experience of developing good practice policies, procedures and tools such as information guides and template documents	
KNOWLEDGE, SKILLS and ABILITY		
6.	Ability to plan, prioritise, deliver and evaluate to an agreed work programme	
7.	Ability to assess the strengths and weaknesses of organisations and to design a programme to support their development	
8.	Understanding of the complex needs of residents who experience barriers to employment	
9.	Ability to network and work in partnership with people from a wide range of organisations, including voluntary, statutory or other agencies	
10.	Ability to work as part of a team, collaborating with colleagues, associates and volunteers	
11.	Excellent verbal communication and the ability to represent, liaise and negotiate at a variety of levels	
12.	Ability to use ICT including Word, Excel, Access database, Outlook and Internet	
13.	Ability to use social media for the promotion of the project and to share information	
14.	An understanding of and commitment to equal opportunities and the implications for this role	
15.	Ability to work occasional evenings and weekends by prior arrangement	