

## Mid Ulster Volunteer Centre

Mid Ulster Volunteer Centre provides support and co-ordination to volunteering in Mid Ulster. The Volunteer Centre is committed to working with the community to encourage social inclusion and to help further personal development through volunteering and/or training.

Most community and voluntary groups simply could not survive without the help from volunteers. Volunteering can provide a unique opportunity to enhance knowledge, skills and experience to understand and appreciate the diversity of society and to give something back to the local community. Volunteering is ultimately about helping others and having an impact on people's wellbeing. We support a wide range of groups and organisations with all stages of volunteer recruitment from identifying and developing volunteer roles, selecting suitable volunteers and the management of volunteers.

- Volunteering supports mental and physical health by providing stimulation, something to do, exercise, as well as routine and structure in life.
- The social aspect of volunteering is highly valued. It provides the opportunity to be socially connected thus buffering the effects of depression, loneliness and social isolation.
- Volunteering has a positive effect on attitudes, stress and coping style.
- Volunteering takes people out of their own environment, helps them to gain perspective and broaden their outlook.
- The additional benefits in terms of positive outcomes for volunteers are the feel good factor of making a contribution to the lives of others and being appreciated and valued for what they do.

The aims of Mid Ulster Volunteer Centre are:

- To deliver a quality service which is tailored to the needs of the volunteers and the community.
- To offer a one-to-one person-centred approach for those who wish to volunteer which enables us to assess each individual's needs.
- To offer advice to the individual in choosing the most suitable volunteer placements for both volunteer and organisation.
- To work closely with placement organisations identifying and developing volunteer roles which enables us then to match with suitable volunteers.
- To help those who wish to volunteer access opportunities, helping to reduce barriers to participation and enabling voluntary groups to make safe recruitment decisions when involving volunteers.
- To work in partnership with various organisations to help facilitate training relevant to local needs and requirements.

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### JOB DESCRIPTION

<b>Job Title:</b>	Volunteering Support Worker
<b>Employed by:</b>	Mid Ulster Volunteer Centre
<b>Reports to:</b>	Centre Co-ordinator
<b>Location:</b>	Cookstown
<b>Hours:</b>	Full time hours (Monday – Friday) 37 per week, exclusive of meal times. Occasional work outside these hours will be required for which time off in lieu will be given
<b>Salary:</b>	£17,072
<b>Pension:</b>	Set at 5%
<b>Status of post:</b>	Fixed term for 1 year (extension beyond that date dependent on further funding being available)
<b>Holidays:</b>	25 days per year plus 12 statutory days
<b>Probation:</b>	You will serve a probationary period of three months

#### Overall purpose of job

To assist the Recruitment and Placement Officer to actively and continuously promote volunteering throughout the Mid Ulster Council area and to recruit and place volunteers in line with targets outlined in the annual operational plan.

#### Main duties

- To provide information and advice on volunteering.
- Recruitment and placement of volunteers throughout the Mid Ulster Council area matching potential volunteers with suitable placements.
- Monitor the progress of volunteers in placement and provide appropriate support.

- Assist in the preparation and distribution of a range of promotional materials and information sheets.
- IT skills including use of Microsoft Office and Excel Spreadsheets.
- General Administrative duties for example filing, recording information, responding to emails, phone calls, etc.
- Assist with preparation/presentations to referral agents, community groups, clubs, schools and employers.
- Assist with the organisation of promotional events and activities to support National Campaigns e.g. Volunteers' Week, Millennium Volunteers and Employer Supported Volunteering.
- To assist with annual events such as turn up and try events, Volunteer Recruitment Fairs and develop new initiatives to promote volunteering.
- To assist with Volunteer Centre promotion through social media and traditional media e.g. website, opportunity packs, newsletters, the press etc.
- Maintain strong links with placement providers to identify new opportunities, training needs and ensure good practice.
- Keep accurate, up to date paper and computer-based records of all volunteer and placement details.
- Contribute to management committee reports on a monthly basis.
- Complete AccessNI checks for volunteers as required.
- Develop links and mutual partnerships within the council area and represent the Volunteer Centre at relevant meetings.
- Carry out any other duties appropriate to the post.

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### PERSON SPECIFICATION

Applicants must clearly demonstrate in the application form evidence of the qualifications and experience noted below. Only information contained in the application form will be considered at the shortlisting stage.

#### Essential Criteria:

1. 4 GCSEs (Grade A-C) to include English Language and Mathematics or demonstrate equivalent.
2. 1 year's relevant experience of working in a diverse environment (with people of all ages, abilities and interests).
3. Excellent written, verbal and presentation skills.
4. IT skills including use of Microsoft Office and Excel Spreadsheets.
5. Administration skills, compile information, filing, recording information, respond to emails/telephone calls.
6. Work well as part of a team with collaborative, flexible and supportive approach.
7. Well organised, able to prioritise and manage time effectively, work on own initiative and be self-directed and motivated and work to deadlines.
8. Ability to work flexible hours.
9. Must have the ability to travel to various locations as and when required (Possession of a full driving licence and access to a car for business travel or have a means to fulfil the travel requirements of the post).

#### Desirable Criteria:

1. Have experience of doing voluntary work and knowledge of the voluntary sector.
2. Ability to relate easily to others.
3. Experience of organising events.
4. Confident use of websites, databases and ability to produce succinct and informative reports.
5. Working knowledge of Data Protection, Equality and Health and Safety Standards.