 

**Volunteering For All Officer – Staffordshire Moorlands and Newcastle-under-Lyme**

**Job Description and Person Specification:**

**Job Title: Volunteering For All Officer – Staffordshire Moorlands and Newcastle-under-Lyme**

**Salary:** £25,500 per annum **Hours**: Full time (37 hours per week)

**Contract**: Fixed term to 31st March 2025.

**Location**: Support Staffordshire office at Leek Health Centre with secondary base at The Guildhall, Newcastle and regular outreach sessions including Biddulph, Cheadle and Kidsgrove and some home working.

**Line Manager**: North Staffordshire Operations Manager

**Line Management of:** N/A

**Budget/Income:** N/A

**Enhanced Disclosure Required:** Yes

**Barred List Check Required (regulated activity only): No**

**Job Overview:** The post holder will be responsible for delivering a volunteer brokerage service across the Staffordshire Moorlands and Newcastle-under-Lyme. In Newcastle there is a particular emphasis on encouraging and supporting local residents into volunteering as part of enhancing their employability, as a contribution to the Newcastle-under-Lyme UK Shared Prosperity Fund (UKSPF) project.

**Key Responsibilities:**

1. Ensuring Support Staffordshire services are consistent with our stated values.
2. Ensuring where appropriate, that volunteers are involved in delivering our services.
3. Ensuring effective cross-organisation working in order to meet our aims and objectives.
4. Provide in-person, one-to-one advice and support to residents of the Staffordshire Moorlands and Newcastle-under-Lyme who are interested in volunteering. Deliver in-person advice from community venues in Leek, Biddulph, Cheadle, Newcastle and Kidsgrove, as appropriate. Work with volunteers to understand their needs, interests and aspirations and match them to suitable and appropriate local volunteering opportunities.
5. Support volunteers in taking up volunteering opportunities, including accompanying them on their first day of volunteering where needed.
6. Promote volunteering in the Staffordshire Moorlands and Newcastle by taking part in relevant community events and advertising volunteering opportunities locally (e.g. through window posters and Facebook).
7. Help volunteers use the Simply Connect database and ensure that they complete baseline and follow-up surveys.
8. Explore opportunities for work experience for those expressing an interest in volunteering, where appropriate, particularly within the local voluntary and community sector, linking in with other local employment support agencies.
9. Liaise with local employment support initiatives (such as The Shaw Trust and those partners using The Work Shop) and the local colleges of further education to raise the profile of volunteering and encourage their participants/ students to take up volunteering.
10. Deliver ongoing support to volunteers with a range of information, advice, guidance, and practical support, including through key workers from other organisations and volunteering staff from placement organisations.
11. Raise awareness within volunteer-involving organisations of the benefits of diversity in volunteering and challenge barriers.
12. Apply best practice in safeguarding when working with vulnerable adults, ensuring that all issues are promptly referred to the line manager.
13. Ensure efficient and proportionate monitoring, evaluation and impact assessment of the service, in line with the funder’s requirements. Including self-perception questionnaires and case studies as evidence of outcomes.
14. Link in with the volunteering offer provided by Support Staffordshire in other parts of the county, ensuring a consistent offer and applying best practice, and liaise with and support the Senior Volunteering Officer (South-West) – the Support Staffordshire volunteering lead) as required.
15. Contribute to the objectives of the UKSPF in Newcastle-under-Lyme by working with the other SPF project officers and with the key officers at Newcastle-Under-Lyme Borough Council.
16. Represent the project at relevant meetings, networks and partnerships, including making presentations as required.
17. To undertake any other duties as determined by the line manager.

**Person Specification: Volunteering for All Officer (Staffordshire Moorlands)**

1. Able to demonstrate the Core Competencies required of all Support Staffordshire staff:
* Positive work ethic, dependable and conscientious
* Flexibility, use of initiative and good time management
* Collaborative and outcome focussed
* Working to plans, policies & procedures
* Applies equality of opportunity
* Proactive in personal development
1. An understanding and experience of supporting people facing multiple barriers.
2. Experience of providing IAG services to VCSE organisations and to individuals; or comparable advice, training, education and communication skills would be beneficial.
3. Awareness of legal and regulatory frameworks affecting volunteering, especially welfare benefits would be beneficial.
4. Knowledge and understanding of the value and appropriateness of volunteering opportunities for enhancing employability.
5. Able to engage with people from a wide variety of backgrounds appropriately in person and by telephone or email.
6. Knowledge of Newcastle-under-Lyme and the Staffordshire Moorlands, including an understanding of the issues facing those living in very rural communities, and how this affects their ability to volunteer, would be beneficial.
7. Knowledge and understanding of what is involved in high quality volunteer management. Ability to engage colleagues in other organisations in volunteering support and problem solving.
8. Knowledge of MS Office packages. Knowledge of using internal databases for monitoring and effective and efficient in generating outputs and outcomes data for reporting purposes.
9. Willing and able to travel across the local area with own transport.
10. Ability to work flexibility including occasional evening and weekends as needed.