

## JOB DESCRIPTION

### Project Officer – Volunteering for Health

<b>Title of Post</b>	Project Officer – Volunteering for Health
<b>Hours of work</b>	37 hours per week
<b>Salary range</b>	£28,000 – £32,000 per annum
<b>Benefits</b>	5% Pension Contribution, 22 days annual holiday + 3 concessionary days & bank holidays
<b>Responsible to</b>	Strategic Projects Manager
<b>Special Conditions</b>	Occasional evening or weekend work Based at multiple sites across Staffordshire and Stoke-on-Trent so ability to travel essential

#### I. Job Role

This role will lead the work on the Volunteering for Health (VfH) programme in Staffordshire and Stoke-on-Trent (SSOT). The role, hosted at VAST, will work across the project partners Support Staffordshire and the Integrated Care System's Health and Care People Team as well as with volunteering leads within the three NHS Trusts in the Integrated Care System (ICS).

The core aims of the programme are:

- To deliver a step change in the volume of volunteering and the range of volunteering opportunities across the ICS;
- Ensure volunteers have a positive and rewarding experience;
- Create the infrastructure to enable ICS workforce to volunteer themselves, building VCSE sector capacity, whilst improving their own health & wellbeing;
- Enable strategic leadership and system wide learning to drive forward the VfH programme.

#### 2. Key responsibilities

- Work collaboratively with the Volunteering for Health partners to establish new, imaginative and innovative opportunities for volunteering across the Staffordshire and Stoke-on-Trent (SSOT) ICS.
- Help to raise the profile of volunteering and the contribution volunteers make in the SSOT ICS through evaluating volunteer placements and capturing volunteer's experiences.
- Inspire the SSOT ICS workforce to volunteer within their local VCSE sector in operational or governance roles.
- Work with Volunteering for Health partners to develop, evolve, embed and evaluate the Volunteering for Health programme in SSOT.
- Engage in the national Volunteering for Health programme and share best practice and key learning opportunities with SSOT VfH partners.
- Promote best practices in volunteer management across the SSOT ICS.

- Provide advice and guidance to the supervisors of volunteers on volunteering policy and procedures with regards to monitoring and supervision of placements. Also, to ensure that volunteers are not required to undertake any work properly belonging to paid staff and ensuring their role is to assist paid staff only.
- Ensure efficient and proportionate monitoring, evaluation and impact assessment of the project, in line with the funder's requirements.
- Represent the project at relevant meetings, networks and partnerships, including making presentations and running workshops as required.

### **3. General Requirements**

- Participate in training and information briefings and maintain an up-to-date knowledge of the volunteering landscape locally and nationally.
- Attend regular supervision sessions and staff meetings.
- Support with the preparation of monitoring reports outlining progress of the work, and key issues raised.
- Carry out occasional other duties as agreed within supervision to develop the aims of the VAST and the Volunteering for Health partners.
- Undertake any other duties as prescribed by the line manager/Chief Executive relevant to this post.
- Undertake such personal training as may be required to keep up to date and fulfil the professional requirements identified for this job description.
- Have a collaborative and flexible approach to work undertaken by VAST and the Volunteering for Health partners.

### **4. Equal Opportunities**

VAST is committed to equal opportunities, anti-discrimination and anti-oppressive policy or practice. No one we have contact with may be discriminated against either directly or indirectly on the grounds of gender, race, nationality, ethnicity, religion, marital status, sexual orientation, age, or impairment. This policy applies to job applicants, employees, volunteers, and service users.

### **5. Notes**

- All jobs are subject to change from time to time and this job description will be reviewed regularly.
- The job description is a guide to the work that you will be required to undertake and represents a range of responsibilities in line with the grade for the post.
- This post is subject to a 6-month probationary period.

<b>Person Specification</b>	<b>Essential/Desirable</b>
<b>Qualifications</b>	
A good standard of education or experience in a similar role	Essential
<b>Knowledge</b>	
An understanding of volunteering locally and nationally	Essential
An understanding of Health & Social Care policies and agendas which affect the VCSE sector such as Health Inequalities and Health Literacy	Essential
An understanding of local VCSE sector infrastructure with a solid understanding of and experience within the 4 functions.	Desirable
An understanding of Stoke-on-Trent and Staffordshire communities.	Desirable
<b>Skills and experience</b>	
Experience of working at a strategic level within or with the VCSE and / or health sector.	Essential
Strong communication skills, able to engage with diverse community members and agencies.	Essential
Ability to manage workload and meet deadlines	Essential
Proficient in the use of Microsoft Office packages and able to develop and maintain good administrative systems.	Essential
Excellent written and verbal communication skills and the ability to communicate effectively with a wide range of people	Essential
<b>Personal Qualities</b>	
Commitment to VAST's mission and values with a desire to make a difference.	Essential
Willingness to learn and develop skills	Essential
An effective team player.	Essential
Flexible, and willing to work in a fast-paced and constantly changing environment to meet the evolving needs of the community, programme and team.	Essential
Conscientious and responsible.	Essential
Ability to work on own initiative and to contribute ideas.	Essential
Ability to support and enthuse others and maintain a professional image.	Essential
A commitment to equal opportunities and inclusion.	Essential
<b>Other</b>	

The ability to drive and have access to own vehicle	Essential
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