

Designation:	Volunteering Development Coordinator
Grade:	Stroud 4
Hours:	37 hours per week (could be Part-Time)
Location:	Ebley Mill
Job Purpose:	Recruitment of volunteers across the CCC Project
Responsible to:	Community Engagement Manager
Responsible for:	No Supervisory Responsibility

KEY DUTIES

Executive Assistant

- Work with CCC Partners to identify volunteering opportunities and support them with advertising these across a range of marketing channels (primarily social media)
- Provide support and advice to all CCC Partners on volunteering matters, encouraging participation and creative thinking. Adopt Canal & River Trust model for volunteering and adapt this in line with best practice to meet the specific needs of both partners and volunteers.
- Support with the recruitment, selection, induction and training of volunteers on specific roles as determined by the CCC Partner
- Provide practical support and advice to potential volunteers on opportunities; understanding their interests, skills, experience and abilities.
- Ensure that diversity and inclusion are integrated into all aspects of CCC projects and promoting inclusion by challenging behaviour, practices, actions, or decisions
- Develop and maintain a series of reports to evaluate the effectiveness, benefits and value of volunteering working with the M&E Officer

SKILLS AND KNOWLEDGE

- Practical experience as a Volunteer with a good understanding of policies, procedures and process
- Practical experience in Health Safety
- Experience of community engagement & relationship management.
- Excellent presentation and communication skills, including the use of social media.
- Good interpersonal skills including diplomacy, listening & problem-solving skills.
- Good IT skills including the use of word processing and spreadsheets.
- High standards of reporting and presentation skills.
- Ability to work well under pressure.

COMPLEXITY AND CREATIVITY

- Creativity and innovation is essential to this role in order to deal with conflicting priorities and organise a wide range of activities in a timely manner as well as being able to answer queries as they arise.
- Requires strong analytical skills and the ability to present complex data in a clear way

JUDGEMENT AND DECISIONS

Must be able to represent different organisations in a fair and consistent way

CONTACTS

- CCC Project Director and Executive Team
- CCC Community Engagement Team
- Charities and community organisations across the Stroud Valleys

RESOURCES

Little or no responsibility for physical or financial resources

TRAVEL DESIGNATION

HMRC rates will apply

GENERAL

- To work with communities sometimes outside normal office hours, including weekends
- Flexible work location including home, Ebley Mill and Bell House (Stroud)
- Must be able to attend events and activities along the canal (from Brimscombe Port to Saul Junction)

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.