



## JOB DESCRIPTION

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**Post:** Volunteer Co-ordinator (Maternity cover max 12 months commencing 9<sup>th</sup> October 2017)

**Grade:** NJC Scale\* point 30 (£26,822) (Pro-rata 0.8 FTE actual £21,457)

**Term of Contract:** Max 12 months

**Hours:** 30hrs over 4 or 5 days per week – flexi time system in operation

**Office Base:** Old Park Farm, Ford End, Essex – the role will be largely office based with flexibility for some home working if necessary.

**Employer:** Dementia Adventure CIO

**Responsible to:** Chief Operations Officer (COO)

**Benefits Package:** All full time employees are entitled to a minimum of 25 working days holiday in one year, the equivalent is calculated for part time employees on a **pro-rata basis**. On 1<sup>st</sup> April following the first full year of employment, this increases by a further day for every 1 year of service up to a maximum of 5 long service days, again calculated on a pro-rata basis.. Your actual entitlement to annual leave will be calculated on a personal basis taking into account your usual working days and bank holidays etc.

**Flexible working and Pension:** As well as benefitting from flexible working and comprehensive training and review, the post holder will also be able to benefit from the Dementia Adventure contributory work based pension scheme (details of which will be shared separately).

**Notice Period:** One calendar month on either side, after a satisfactory 3 month probationary period. During probation, notice will be one week either side.

**Disabled access:** The office is fully wheelchair accessible. There is a disabled access toilet in the office.

**SUMMARY:** Dementia Adventure is an innovative charity working to make sure that people living with dementia have access to nature and the outdoors on a regular basis. We provide training, research and consultancy services as well as adventures and short breaks for people living with dementia and their carers across the UK.

We depend on our network of volunteers to help us throughout the organisation. Our existing Volunteer Co-ordinator has developed a number of roles including volunteers to support the delivery of outdoor activities for people living with dementia and their carers, volunteer ambassador roles, fundraising volunteers and administration and support roles, including governance roles. We will need someone with considerable volunteer management experience to cover for her while she is away on Maternity leave.

Reporting to the Operations Director you will be responsible for continuing to support and develop a strong volunteer culture across the organisation, advocating on behalf of and promoting volunteers at all times.

## PRINCIPAL ROLES:

- Support the strong culture of volunteering across the organisation by effectively managing and developing volunteers
- Support best practice in volunteer management, including responsibility for volunteer handbooks, policies and procedures
- Continue the implementation of the volunteer plan, to include recruitment, placement and retention of volunteers, succession planning and recognising volunteer contributions
- Organise effective learning and skills development for volunteers and run volunteer induction and training programme(s)
- Act as the main point of contact for all volunteers, getting to know volunteers, what motivates them and taking responsibility for communicating with volunteers
- Liaise with Directors and Managers to ensure that all tasks required to run the volunteer network are carried out
- Undertake volunteer administration (including DBS checks) and coordinate volunteer activities
- Support partner organisations in recruiting and training volunteers
- Carry out an annual volunteer engagement survey
- Liaise with COO and Managers regarding development opportunities for volunteers, helping them move into new roles as their needs and the needs of the organisation change
- Undertake other tasks and activities, as required, to help ensure the smooth operation of other departments.

## PERSON SPECIFICATION

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Please demonstrate in your application, using examples where possible, that you have the ability to meet the following criteria associated with this post. We do not expect the successful candidate to possess all of the attributes listed below but to have core strengths in a number of essential areas and a willingness to be trained in areas of weakness.

The post holder should be able to demonstrate that he or she has skills and experience in each of the following areas:

### **Leadership skills**

- To be experienced in managing and leading small teams of volunteers or trainees.
- At least 2 years' experience of volunteer co-ordination.

### **Communication Skills**

- To be highly skilled in verbal communication, caring, compassionate, sympathetic and personable.
- To be able to understand and be understood by different groups and individuals in various situations.
- To be able to prepare and present short verbal presentations, including training sessions where necessary

### **Working with people living with dementia**

- To be aware of and sensitive to the needs and issues faced by people living with dementia and their carers
- To be able to advocate for the needs of people living with dementia

### **Interpersonal Skills**

- To be able to form good relationships with people from a wide range of social, cultural and ethnic backgrounds to enable you to support volunteers and enhance Dementia Adventure's reputation.

### **Organisational Skills**

- To be effective in planning your own workload, and managing your time.

### **Team Working**

- To be able to work within the Dementia Adventure team
- To have a positive, can-do attitude.

### **Information & Communication Technology Skills**

- Fluent in the use of IT for work purposes.
- Dementia Adventure uses Google services and Dropbox as well as Insightly CRM

### **Monitoring and Evaluation**

- To help collect data for dementia adventure's monitoring and evaluation systems.

### **Personal Qualities**

- Loyal, hardworking, flexible, reliable and punctual. High level of integrity and sense of respect for all people. A caring disposition, the ability to empathise with people living with dementia including carers. Patience. Sense of humour. Determination. Positive mental attitude. Cool under pressure.

### **Other Requirements**

- Should be able to travel on an occasional basis and stay away overnight. Your own car and clean licence would be an advantage.

**\* NJC is the National Joint Council for Local Government Services, which determines the pay and conditions of service for local government workers, and whose scales are widely used as the industry standard for public and voluntary sector pay.**

## **APPLY**

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Apply in writing to [info@dementiaadventure.co.uk](mailto:info@dementiaadventure.co.uk) with a **covering letter and CV**, by 12 noon 29<sup>th</sup> August 2017

### **Please note the following dates:**

Initial interviews will take place on 5<sup>th</sup> & 6<sup>th</sup> September 2017 at the DA offices in Essex.

2<sup>nd</sup> interviews will take place on 11<sup>th</sup> September 2017 at the DA offices in Essex.

**The ideal start date would be the 9<sup>th</sup> October to allow handover and the projected date of takeover will be 1<sup>st</sup> November. These dates may change.**