**Role Profile**

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| Role title | **Grampian Opportunities Volunteer Coordinator** |
| Responsible to | Grampian Opportunities Manager |
| Responsible for | Coordinating volunteering activity within Grampian Opportunities |
| Hours per week | 21 hours per week(part-time) to be worked flexibly |
| Starting salary | £21,468 - £23,187 per annum (pro rata; based on full-time 37 hours per week) |

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| Main Purpose of Role |
| This post represents an opportunity to play a key role in the ongoing development of Grampian Opportunities as a volunteer involving organisation which works to promote the health, wellbeing, and equality of people in North East Scotland.  The organisation has an ambitious vision, a strong focus on addressing health inequalities, improving mental health, and reducing social isolation. It has a community development ethos at its heart and seeks to involve volunteers extensively in the delivery of its programmes.  The main purpose of the Volunteer Coordinators role is to:   * Be responsible for all aspects of managing the volunteering activity within Grampian Opportunities. * Ensure that robust delivery, monitoring and evaluation of volunteering activity is maintained This will include the completion and submission of regular reports to the manager of Grampian Opportunities and maintaining recognised quality standards. * Work with the Manager, staff, and volunteers to contribute to the overall development of the wider organisation.   The post holder will be required to work flexibly, including some evening and occasional weekend work. |

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| Place of Work |
| Your usual place of work is 54 West High Street, Inverurie AB51 3QR but you may be required to work at other sites and premises operated by Grampian Opportunities from time to time as the Organisation may reasonably require. |

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| Principal Responsibilities |
| The post holder is expected to lead on coordinating volunteering activity and work closely with the Grampian Opportunities team to:   1. Contribute to delivery and continuous development of the organisation’s services including recruitment, induction, and placement of volunteers in line with relevant strategic and operational workplans. 2. To lead on developing a volunteering strategy and volunteering opportunities with Grampian Opportunities. 3. Ensure best practice and systems are in place for volunteering, including providing regular structured support, supervision and learning opportunities for volunteers. 4. Work in accordance with all Grampian Opportunities policies and procedures, including equality and diversity, health and safety, confidentiality, and financial systems, and ensure that volunteers are aware of, and adhere to, the organisation’s policies and procedures. 5. Authorising spending of budgets for volunteer expenses and volunteer training against agreed project budgets. 6. Keeping accurate and timeous records of work and maintaining data systems in place to monitor and evaluate service delivery; as well as effectively capturing impact and learning. 7. Prepare reports as appropriate gathering qualitative and quantitative information as well as anecdotal evidence in the form of feedback from parents and service providers. 8. Work as part of the team, leading volunteer meetings. Attending and contributing to team meetings, development days and other working groups as required, working across projects to achieve our common goals. 9. Develop and sustain strong, positive relationships and networks with key partners across community, voluntary and statutory sectors 10. Work to maintain recognised volunteer quality standards such as the Volunteer Friendly Award. 11. Work with the team to ensure the marketing of Grampian Opportunities services and volunteering opportunities, through the website, e-bulletins, social media, and printed publicity. 12. Attend relevant meetings, events, conferences, and training to represent the organisation and as part of continuing professional development 13. Work occasional evenings and weekends to ensure programme delivery and attend meetings and other functions as required, for which time off in lieu can be taken. 14. Carry out any other duties which may be reasonably required of the post holder relevant to the main purpose of the post.   **These responsibilities will be reviewed annually and may be subject to change.** |

This post requires PVG membership