



SURVIVORS OF BEREAVEMENT BY SUICIDE JOB DESCRIPTION

JOB TITLE:	Volunteer Coordinator
RESPONSIBLE TO:	Chief Officer and Financial Officer
LOCATION:	Head Office, The Flamsteed Centre, Albert Street, Ilkeston, Derbyshire DE7 5GU
HOURS & Salary:	Thirty Seven hours (37) per week – some evening and weekend work £26,839.80 any overtime accrued will be taken in lieu Six month probationary period
BENEFITS:	Pension contribution after a six month probationary period

This post is funded by The National Lottery Community Fund until 2024. However, it is expected that this role will become integral to the work of Survivors of Bereavement by Suicide (SoBS).

The post holder will have access to a leased car provided by SoBS. Subsistence allowance will be paid when travelling on behalf of the charity.

Purpose of Post

We are seeking a personable individual, with a hands on approach and the capacity to work unsupervised and make decisions.

The post holder will be responsible for all aspects of the day-to-day management of SoBS Volunteer provision across the South of England. Leading on the recruitment, training, management and support of volunteers, the implementation for volunteer policies and contributing towards the development of a creative and innovative strategy that will ensure the volunteer services support the aims, objectives and values of SoBS.

Broadening awareness amongst Volunteers, community organisations and professionals through training and networking, imparting best practice, skills and knowledge.

Promoting services via discussions with Public Health, Local Authorities, CCG's and NHS Foundation Trusts, GP's and first responders, Provision of ASIST (Applied Suicide Intervention Skills Training) for volunteers and wider partners.

Implementation of a bespoke interface providing virtual support within group settings for isolated and rural areas where it is not feasible to establish a local group.

Understanding of the ethos and nature of the voluntary sector.

To communicate with existing Volunteers so that they feel involved and motivated to continue volunteering with SoBS.

Duties & Responsibilities

- To recruit, train and support Volunteers to act as an advocate for SoBS
- To establish approximately three local support groups in each of the counties, focusing particularly on areas in which currently has no SoBS group present.
- To travel nationwide to assist with and to monitor groups as necessary, especially those which may be facing difficulties.
- To empower Volunteers to establish groups which lack provision and to generate their own sustainability.
- To coordinate, develop and deliver appropriate training for Volunteers, including ASIST.
- To ensure all Volunteers have access to regular supervision.
- To provide monthly progress reports.
- To ensure all Volunteers work in line with SoBS policies, procedures, codes and guidance, including health and safety, confidentiality, safeguarding, data protection and equal opportunities.
- To identify any conflicts of interest associated with SoBS and help ensure they are appropriately managed.
- To identify any risks in delivery of the service.
- IT literate, confident and able to use email, internet, databases & Microsoft office programmes such as Word, Publisher and Excel
- To attend training, meetings and conferences at weekends and when required.
- Carry out any other reasonable duties which may arise within the scope of this post.
- Maintain confidentiality and observe data protection guidelines.
- Act in accordance with the charity's Health and Safety policy and procedures.
- Act in accordance with the charity's Equality and Human Rights policy.

Person Profile

Volunteer Coordinator

		Essential/Desirable	Evidence
Experience	Demonstrate an understanding of the ethos and nature of the voluntary sector	Desirable	Probing at interview
	Recruitment of staff/volunteers	Desirable	Assessed on shortlisting
	Experience of people management and/or supervising staff/volunteers	Essential	Assessed on shortlisting
	Experience in providing training and support to staff/volunteers and/or external agencies	Desirable	Assessed on shortlisting
	Experience in Health or Social Care or Health of Volunteering experience	Desirable	Assessed on shortlisting
Skills and Knowledge	Able to recruit, supervise and support a dispersed team of Volunteers across a wide geographical area	Essential	Assessed on shortlisting
	Able to create a productive working relationships and minimise conflict	Desirable	Probing at interview
	Able to engage with communicate effectively and maintain professional relationships with a range of individuals/organisations	Desirable	Assessed on shortlisting
	Ability to develop, deliver and facilitate presentations, training and consultation events.	Essential	Assessed on shortlisting
	Ability to work under own initiative	Desirable	Probing at interview
	Ability to prioritise work to meet deadlines	Essential	Probing at interview
	Able to communicate fully in the role with clients and volunteers	Essential	Probing at interview
Personal Effectiveness	Team player	Essential	Probing at interview

	To deal with sensitive information and maintain strict confidentiality	Essential	Assessed on shortlisting and probing at interview
	Motivated enthusiastic and committed	Desirable	Probing at interview
	Excellent communication skills both written and oral	Essential	Assessed on shortlisting and probing at interview
	Good interpersonal and negotiation skills	Desirable	Probing at interview
Qualifications	GCSE A-C in English and Maths	Desirable	Assessed on shortlisting. Certificates at interview
	Volunteering such as an Award in Volunteering Skills or an Event Volunteering Qualification	Desirable	Assessed on shortlisting. Probing at interview
	ASIST training	Desirable	Assessed on shortlisting. Certificates at interview