



VAL Jobs

WiLL Project Volunteering Development Officer

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LEICESTERSHIRE

Job description

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| Job purpose: | To enable the VCSE and volunteer-involving groups to be active partners in influencing and shaping decisions and to develop and grow; increasing the quality and quantity of volunteering; and to support the development of VAL to be a recognised leader in delivering high quality support services. |
| Responsible to: | Team Manager |
| Responsible for: | Some roles will manage Advisers; volunteers |

1. Main aims of the role

- Identification of the needs of the VCS and volunteer-involving groups and the development and delivery of programmes and projects to meet their needs
- Supporting the VCS and volunteer-involving groups to influence decisions
- Providing opportunities for the VCS and volunteer-involving groups to work collaboratively and share good practice
- Supporting the development of the VCS and volunteer-involving groups through good practice advice
- Raising the profile of the VCS and volunteering in their roles in influencing decisions, delivering services and improving the lives of local people
- Developing opportunities and identifying resources for the VCS and volunteering
- Increasing the quality and quantity of volunteering
- Promoting equality and diversity within the VCS and volunteer-involving groups and in VAL's service delivery
- To support participants facing long term barriers to employment as part of the Keyworker role in line with the participants action plan, providing one to one engagement and coordinating their journey within the programme
- To support participants to exit the project with a volunteering outcome and either employment, education/training outcomes and or job searching experience

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2. Main activities of the role to deliver the aims

- Develop, coordinate and facilitate meetings, networks, workshops and events
- Provide advice, support and training to VCS and volunteer-involving groups and their people through one-to-one and group methods
- Build excellent relationships with local partners including public services and VCSE and volunteer-involving groups, including providing them with advice and support
- Provide up to date information and analysis of policy and partnership working in designated areas and support, motivate and develop VCS representatives
- Provide a range of written information including briefings, leaflets, guides, promotional material and reports.
- Implement human resources proposals, manage, mentor and support VAL staff and volunteers
- Collect and analyse information from various sources including developing and populating VAL's database to plan and deliver VAL's services
- Work with colleagues to develop, deliver and performance manage projects
- Manage a caseload of participants including one to one and group work, taking responsibility for their progression including assessment, action planning, reviewing goals towards volunteering, employment, training and job search.
- Submit quarterly monitoring, progress against outcomes and data collation as per project database and knowledge management systems.
- To work closely with both the lead organisation for the WiLL Programme and Delivery Partners in order to support participants and sustain engagement.

3. Supporting the development of VAL and its people

- Be an effective ambassador and representative for VAL
- Participate positively in the development of plans, projects, performance management and VAL organisational development
- Maintain data, statistics and information on VAL's work and to produce regular monitoring and promotion reports
- Actively participate in learning opportunities, including mentoring and peer learning to share and gain skills across VAL people and keeping up to date with relevant changes in policy and practice
- Build and maintain effective relationships with colleagues including working collaboratively across VAL
- Be accountable to VAL and colleagues for your actions, actively supporting VAL's values
- Recruit, support and manage volunteers to deliver aspects of VAL's work
- Ensure the health and safety of VAL people and service users
- Encourage and promote equality and diversity inside and outside of VAL
- Carry out evening and weekend work as required
- Undertake any other reasonable duties in line with the aims of the post

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Person specification

The person specification sets out the essential qualities that we are seeking for his post. Please ensure that your application demonstrates how you meet the criteria. You may include paid and voluntary work or other relevant life experience.

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| Understanding of volunteering and its contribution to society | Understanding of the voluntary and community sector and volunteering, demonstrated by around three years, experience of work with VCS and volunteer-involving groups, including: <ul style="list-style-type: none"> ■ Supporting and / or delivering work to develop VCS and volunteer-involving groups, improving their practice and developing and sustaining their resources; and / or ■ Development and promotion of volunteering; and / or ■ Influencing decision making; and / or ■ Development of networking and collaborative working opportunities |
| General and project management | The ability to manage projects including engaging, motivating and supporting other people |
| Managing, supporting and working alongside people | The ability to manage staff and / or volunteers and to mentor and support colleagues, in particular other development and project officers, and advisers and administrators |
| Performance Management | Experience of using performance management of service delivery including monitoring and evaluation |
| Facilitation and networking skills | Facilitation, networking and group work skills and the ability to work successfully with groups of different sizes and backgrounds |
| Developing and delivering learning opportunities | Developing training, workshops or other learning opportunities including needs analysis, programme design and development of resources |
| Experience of different communities | Working within different communities such as urban, suburban, small towns and / or rural and with a wide variety of voluntary and community sector organisations |
| Equality & Diversity | Encouraging and promoting equality and diversity in the delivery of services and experience of working effectively with people from a range of backgrounds |



Helping people change
their lives for the better

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| Building relationships | The ability to build and maintain effective relationships with colleagues and partners in all sectors |
| Organisational skills | Taking personal responsibility and a proactive approach to planning and performance managing a varied and complex workload, prioritising demands and working to tight deadlines |
| Approach to work | A positive “can do” approach, the ability to be innovative, and flexibility to meet the demands of a changing environment |
| Presentation skills and oral communication | Excellent oral communication and presentation skills with a diverse range of people in a variety of situations, including the ability to represent the views of VCSE and volunteer-involving groups to a wider audience |
| Written communication and developing information services | Good writing skills, including developing information and resources for VCSE and volunteer-involving groups, with evidence of translating complex information into clear and engaging materials |
| ICT skills | Proficient in ICT packages including word processing, email and internet, spreadsheets and databases |
| Continuing professional development | There are no specific qualifications for this role, but evidence of continual development of knowledge of skills is required |
| Hours of working | Able to work some evenings and occasionally at weekends |
| Travel | Ability to travel regularly within the city and county and occasionally nationally |

This does not form part of your contract of employment – September 2021

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