



Volunteer Coordinator

Platform 1 are going through a massive upturn in demand for services and have reacted positively to the needs of people who need support due either to the effects of the Covid 19 epidemic and/or issues that have been neglected or unseen. We have identified gaps in provision and services and are working tirelessly to bring relief for those people in crisis The Platform 1 portfolio of services is broadening in the range and extent, and we see the need for this new role.

What we have found works exceedingly well is the principle of a mix of volunteers and paid employees as this allows us to extend the work we do. We are committed to development of volunteering as a service for people who might seek opportunities for their own wellbeing reasons. We therefore have need for a person who can help with our development through the recruitment, management, and support for our increasing volunteer workforce.

Duties will include:

- To source Volunteers to help the work of Platform 1
- Identify where volunteer support is needed throughout the organisation.
- Coordinate with management
- Inform as to the suitability of volunteers, their effectiveness and availability.
- Inform and guide management on issues that affect policy and procedure around volunteer.
- Support, nurture and develop volunteers.
- Provide training, guidance and supervision to volunteers based upon the needs of the volunteer and Platform 1.
- Provide and maintain working rosters, whilst retaining a friendly and approachable persona
- Provide admin support where required.
- Report to Project Manager

- ## **Salary & benefits**

Initially for 16 hours (which is subject to funding) but may be increased if operational circumstances change. Hours to be worked flexibly Hourly pay rate initially will be £10.00 and subject to minimum wage legislation and subject to review.

Person specification Volunteer Coordinator

General qualities

- Ability to work in an exciting and busy environment.
- Understanding of and ability to set and maintain boundaries in the role.
- Understanding of the ethos of the project
- Able to maintain confidentiality.
- Understand the issues that affect the people who attend Platform 1.
- Friendliness
- Empathy
- Congruency
- Unconditional Positive Regard
- Patience
- Sense of humour
- Resilience when working with people who may have mental health difficulties.

Job Role Specific

- Understanding of the issues that arise from Volunteering.
- The reasons why people volunteer
- Ability to be able to problem solve.
- Good organisational skills
- Ability to use own initiative.
- Excellent communication skills
- Understanding issues around mental health
- Ability to manage volunteers.
- DBS will be required.
- Understanding of Psychological difficulties which may affect those with mental health issues.

- Ability to match the needs of Platform 1 and potential volunteers.