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|  Job Description |
| **Job Title:**  | Project Coordinator: Valuing Volunteers  |
| **Reporting to:** | CEO |
| **Responsible for:**  |   |
| **Location:** | Brecon  |
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| **Our Purpose** Here when you need us to help you manage your mental health & wellbeing.  |
| **Our Vision**We support mindsWe connect mindsWe change minds Together, we are Mind  |
| **Our Mission**Promote the preservation of good mental health by enabling and empowering everyone experiencing mental health problems to live with, manage and recover from their condition. Relieve the needs of people with mental health problems by working to increase understanding of mental health by gathering and disseminating information and working to raise awareness, promote understanding and challenge stigma and discrimination.  |
| **Job Purpose:**Deliver our ‘Valuing Volunteers’ Project to create a person-centred volunteering culture within Brecon and District Mind. Review and develop the organisation’s ability to imbed volunteering across the organisation. |
| **Responsibilities:**1. Review of current volunteering practice and policy.

 1. With the CEO and Trustees, develop a Volunteering Development Strategy.
2. Lead the organisation to achieve Investors in Volunteering quality mark.
3. Develop and embed systems for Volunteer Management and communications eg Volunteering in Wales.
4. Coordinate and/or deliver training for staff to increase skills and confidence to recruit and support Volunteers.
5. Coordinate and/or deliver opportunities, recognition and training for volunteers, including volunteer induction, training and development plans.
6. Develop the ‘Community Listeners’ network of citizens who wish to learn and practice listening skills and emotional support to others.
7. Ensure that high standards of confidentiality are maintained, in support of the GDPR principles.
8. Follow agreed working procedures at all times.
9. Maintain high standards of safeguarding and ensure that the charity’s safeguarding policy and procedures are followed at all times.
10. Engage with volunteers to obtain their feedback and utilise this to inform development and improvement plan.
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| **General Requirements:*** Contribute positively and work in accordance with Brecon and District Mind’s culture, values, aims and objectives
* Work diligently to meet the requirements of this job description
* Always seek to continuously improve so that the highest quality standards are achieved
* Participate positively in internal/external events, meetings and training as required
* Positively participate in one to ones and appraisals
* Ensure that relevant policies, procedures and working practices are adhered to at all times
* Act as a positive ambassador for Brecon and District Mind
* Positively contribute to the team working environment, taking ownership of issues and supporting colleagues where appropriate
* Be flexible and willing to undertake any other duties that may be reasonably required
* Positively contribute to the evaluation of the impact of programmes and other key business plan objectives
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Person Specification

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| **Qualifications** | **Essential**  | **Desirable**  | **Method of Assessment\***  |
| Evidence of commitment to own and others’ continuing personal development  | **\*** |  | A, I  |

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| **Experience** | **Essential** | **Desirable** | **Method of Assessment\***  |
| Experience of project delivery | **\*** |  |  |
| Experience of person-centred and strength-based approaches | **\*** |  | A, I  |
| Experience of working with and supervising volunteers  | **\*** |  | A, I |
| Experience of working with volunteer management systems |  | **\*** | A, I |
| Experience of working with people with mental health problems |  | **\*** | A, I  |

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| **Knowledge & Skills** | **Essential** | **Desirable** | **Method of Assessment\***  |
| Ability to meet project delivery plans, taking account of volunteer and staff needs and feedback | **\*** |  | A, I |
| Ability to work effectively and positively with people with mental health problems  | **\*** |  | A, I |
| Ability to communicate effectively, verbally and in writing to a high standard with a diverse range of individuals with different levels of understanding and ability  | **\*** |  | **I** |
| Networking skills – able to build effective relationships with colleagues  | **\*** |  | **I** |
| Engagement skills – able to engage effectively with people to obtain and act upon their feedback  | **\*** |  | A, I |
| Knowledge of relevant legislation  | **\*** |  | A, I  |
| Sound understanding of GDPR and Data Protection regulations |  | **\*** | I |

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| **Personal Attributes** | **Essential** | **Desirable** | **Method of Assessment\***  |
| Able to work calmly and professionally under pressure  | **\*** |  | I |
| Team player – work efficiently and effectively with colleagues and associates  | \* |  | I |
| Appreciation of the need for equality of opportunity for all – able to tailor approach accordingly  | \* |  | I |
| Ability to be innovative, identifying new opportunities  | \* |  | I |
| Able to work on own initiative  | **\*** |  | **I** |
| Able to follow agreed working procedures effectively  | **\*** |  | I |
| Able to prioritise workload and achieve deadlines  | **\*** |  | I |
| Able to work effectively with a wide range of key stakeholders | **\*** |  | I |
| Significant enthusiasm for the work of Mind  | \* |  | I |
| Proactive approach, a self-starter | **\*** |  | **I** |
| Operates with integrity and honesty at all times  | **\*** |  | **I** |
| Commitment to continuous service improvement  | \* |  | I |
| Driving licence and use of a car  |  | **\*** | A, I  |
| Able to contribute to ensuring that the premises are welcoming and well presented | \* |  | I |
| Ability to speak Welsh  |  | **\*** | A,I |

\* A – Application / C – Certificate / I – Interview / AT - Assessment Test