

Job Title:	Volunteer Co-ordinator (Young People) (Head Positive – Comic Relief #iWill)	Salary Band: £ 21,000 – 23,000
Location:	Multiple delivery sites across Coventry.	Hours per week: 40
Contract Duration:	Fixed-term until December 2021	

Job Purpose:

1. To co-ordinate, develop and implement the Positive Youth Foundation’s Comic Relief funded ‘Head Positive project’ which targets reluctant or marginalised groups of young people, into meaningful social action and volunteering opportunities.
2. To lead on the delivery of the project plan, with the support of the Development Manager who strategically manages this role.
3. To secure additional external resources to enhance the programme range, reach, and feed into the sustainability plan of the organisation.
4. Develop a comprehensive ‘HeadPositive project’ media and communications strategy. To include planning and managing events and support on internal and external communications.

Main Duties and Responsibilities:

1. Effectively engage with young people who would not normally participate in social action/volunteering, with a focus on those who are newly arrived, known to social care and other statutory services, or those who live in areas of widespread deprivation.
2. Develop innovative social action programmes which ensure the development of self-esteem, confidence and life skills of young people is held at its core.
3. Work flexibly to meet the needs of targeted young people. This will include working in the evenings and at weekends.
4. Work with local and regional organisations to develop a referral scheme for young people into the project.
5. Co-ordinate the development of sustainable opportunities for young people in the city, ensuring links are made into culture, arts and sporting opportunities.
6. Work closely with relevant organisations and partnerships, eg. local authority, statutory and voluntary sector providers to align the service to wider youth and community structures.
7. Identify, recruit, train and support project mentors who will enhance the #iwill volunteering programme. Support Mentors in their roles to enhance service delivery and workforce development.

8. Day-to-day duties will include undertaking risk assessments, providing volunteer induction training, supervision and support, and embedding good practice in the delivery model.
 9. Recruit, manage and support volunteers. This includes working in schools to recruit volunteers and deliver recruitment events to ensure a minimum bank of volunteers is retained.
 10. Ensure that effective monitoring and evaluation is carried out, including maintaining regular written case studies/reports to evidence outcomes and progress to funders and management.
 11. Develop and expand the Positive Young Thinkers group to ensure that volunteers have a voice and influence the future direction of the Foundation.
 12. Identify and secure additional funding towards the Positive Youth Foundation service from key partners, agencies and funding bodies.
 13. Actively promote equality of opportunity in all areas of work in line with Positive Youth Foundation's Equal Opportunities Policy and relevant action plans.
 14. Ensure appropriate standards of health and safety are maintained for staff and members of the public in accordance with legal requirements, Organisational policies and procedures and other relevant good practice guidelines.
 15. Share information and meet confidentiality arrangements as agreed by partners and with protocol.
 16. Any other duties and responsibilities within the range of the salary grade.
-

All duties and responsibilities must be carried out with due regard to the Positive Youth Foundation Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Positive Youth Foundation Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: Delivery staff and activity providers employed as part of this project

Responsible to: Development Manager – Positive Youth Foundation

Job Title:	Volunteer Co-ordinator (Young People) (Head Positive – Comic Relief #iWill)	Salary Band: £ 21,000 – 23,000
Location:	Multiple delivery sites across Coventry. Hours per week: 40	
Contract Duration:	Fixed-term until December 2020	

Job Requirements	
Knowledge:	<ul style="list-style-type: none"> • A demonstrable understanding and passion for youth social action, volunteering and campaigning. • An understanding of difficulties facing young people in every day life and how these can be overcome, practically through social action activities. • Knowledge of other service providers both locally and nationally who support young people. • Understanding local structures and the importance of partnership work. • Understanding the role positive activities can play in enhancing the lives of young people. • Understanding of the factors behind young people’s challenging behaviour. • An understanding of key local and national policy frameworks relating to children with unmet needs. • Knowledge of the volunteering sector and recent national and local developments.

Skills and Abilities:	<ul style="list-style-type: none"> • Experience of drafting clear and concise copy for internal and external audiences. • Able to communicate effectively with external agencies to develop social action opportunities for young people • Able to plan, monitor and deliver projects which maintain the interest of young people. • Strong organisational skills, being able to manage multiple tasks and liaise with multiple stakeholders independently • Experience of design and understanding of marketing materials and the importance of running events. • Able to adapt a programme to meet the needs of young people. • Ability to be flexible, adaptable and a good team player. • Be reliable and punctual. • Able to manage and support groups of young people who may demonstrate challenging behaviour. • Able to communicate effectively to, talk to and understand young people, understanding how to effectively support and refer them on to appropriate provision. • Able to record information using computer software. • Able to supervise volunteers and casual staff and assist their personal training needs. • Able to develop new programmes relating to the needs of young people and
------------------------------	--

local issues.

- Creativity, and willingness to work in new and different ways to engage, support and enable improved outcomes for children.

Experience:	<ul style="list-style-type: none"> • Experience in delivering/organising projects/events and building community links is essential • Minimum 2 years' experience of working with young people is essential. • Experience of working with young people in challenging circumstances is desirable. • Minimum 1 years' experience of managing/supervising volunteers and staff in a community setting. • Previous experience of leading with youth group activities. • Development and implementation of positive activity projects, which includes necessary monitoring and evaluation. • Experience of delivering training programmes to small groups. • Ability to use information technology and software programmes
--------------------	---

Educational:	<p>Candidates should hold at a minimum a Level 3 certificate or equivalent qualification within a relevant field.</p> <p>Must possess an appropriate standard of written English i.e. Minimum A-C GCSE in English</p>
---------------------	---

Special Requirements:	<ul style="list-style-type: none"> • This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.
------------------------------	--