## Role Profile

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| **Job title** | Volunteer Recruitment Co-ordinator  | **Salary:** | £21,000 - £25,000 **Fixed Term till end of March 2022** |
| **Reporting to:** | Head of Operations Chorley / Blackburn  | **Holidays:** | 33 days including bank holidays pro rata  |
| **Location:** | Inspire Youth Zone – ChorleyBlackburn Youth Zone | **Hours:** | Full Time**Fixed Term till end of March 2022** |
| **Key Relationships:** | Chief Executive, Head of Operations; Heads of Youth Work, Other Youth Zone staff, External Stakeholders, Young People, Parents. |
| **Responsible For:** | Volunteers |

**Context of the post:**

Youth Zones are amazing places: accessible, vibrant, welcoming, fun and caring are just some of the words used by young people to describe their Youth Zone. Youth Zones are for young people aged 8 to 19, and up to 25 for young people with additional needs. Inspire Youth Zone is part of the growing Onside network alongside Bolton, Blackburn, Manchester, Oldham, Carlisle, Wigan, Wolverhampton and London Youth Zones.

Inspire Youth Zone opened in 2018, is centrally located, dedicated to young people making a bold statement about the importance of giving young people high quality places to go in their leisure time and has big ambitions to be a flagship for quality youth provision. Open 7 days a week, at weekends and during school holidays, the Youth Zone’s purpose is to help young people grow to be happy, healthy and successful adults. The state-of-the-art £4.8 million building will provide young people with access to a range of activities, all offering young people the opportunity to try new things, meet new friends and gain support from friendly, warm and positive staff and volunteers. The facilities include a 3G pitch, a gym, sports hall and recreation area, and dance, arts, music and media suites.

**Inspire Youth Zones Principles & Values**

**Our Vision:**

A charity at the centre of our community, a place where young people can be safe, be inspired and have fun!

**Our Mission:**

To provide an inspirational and exciting place for the young people of Chorley to make friends, try new things, have fun and get support if they need it.

**Our Values**

 ***Always Inspirational***

* Encourage young people to have fun and participate
* Make a positive difference to the lives of young people
* Be the person we needed when we were young

***Be a positive role model to young people and each other***

* Demonstrate confidence and leadership, be calm, interested and honest
* Show respect, concern and kindness for others, always
* Be reliable and consistent for the team and young people, always follow through

***Provide Leadership***

* Be organised and ambitious, the best
* Bring high energy, enthusiasm, innovation and creativity to every session
* Take responsibility and get involved, if something needs doing, do it

 ***Be excellent***

* Be great at what we do, but strive to be and do better
* Be clear and focussed about what is important (young people)
* Advocate for young people and for Inspire

**Job Purpose:**

The Volunteer recruitment coordinator will hold overall responsibility for the volunteer strategy, and management of all volunteers, to recruit and support a pool of volunteers to work alongside qualified staff across the different sections of the Youth Zone and on other projects. The role will be split (equally at 2.5 days per week) across two Youth Zones at Inspire Chorley and Blackburn where you work towards KPI’s across the two orgs, share good practices, and standardise the working and plans associated with volunteering.

They will support the Youth Voice Coordinator to develop and deliver CPD and training for volunteers and staff to enable the delivery of quality youth sessions in line with operating principles and recognised youth work values and competencies.

**The “Person” We Are After:**

* Passionate about children and young people
* “Can do attitude”
* Embodies our values
* Creative
* Peoples person
* Organised

**Main Duties**

* To develop, deliver and review the volunteer recruitment strategy for Inspire and Blackburn Youth Zone
* Generate appropriate volunteering opportunities and role descriptions based on the needs of the organisations
* Source and recruit volunteers using different recruiting various techniques
* Work with the business sector to develop volunteering opportunities for staff members at Inspire Youth Zone
* Interview and recruit volunteers and ensure they are appropriately matched and trained for a position
* Work with coordinators to organise volunteering rotas and provide inductions and training
* Train staff members around managing volunteers whilst on session
* Monitor, support, motivate and accredit volunteers and their work
* Celebrate volunteering by nominating volunteers for awards and organise celebration events
* Evaluate the impact volunteers work and the impact it has on the charity
* Provide ongoing support and supervision to volunteers
* To be committed to the safeguarding of young people, volunteers and staff
* To maintain up to date, accurate, confidential records of volunteers
* To promote cultural cohesion and inclusion and proactively challenge any prejudice and discrimination
* To undertake training as agreed with your line manager
* To meet agreed performance indicators and priorities
* To attend performance support reviews and an annual appraisal with your line manager
* To ensure all company policies and procedures, including equal opportunities and health and safety policies and procedures, are adhered to at all times

**Behaviours**

* Be a role model for young people and present a positive “can do” attitude
* Take personal responsibility for own actions
* Commit to a culture of continuous improvement
* Work within the performance framework of Inspire Youth Zone and Onside
* Represent Inspire Youth Zone positively and effectively in all dealings with internal colleagues, and external partners
* Comply with all policies and procedures, with particular reference to safeguarding, codes of conduct, health and safety and equality and diversity to ensure all activities are accessible
* To lead and assist with any promotional activities and visits that take place at Inspire Youth Zone and in the surrounding area, particularly those involving young people

**Person Specification**

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| **Selection Criteria\***A = Application Form I = Interview T = Test/Personality Profile | **Essential or Desirable** | **Method of Assessment** |
| **Qualifications** |
| Educated to degree level in a relevant subject or equivalent experience  | Desirable | A |
| A full UK driving licence. | Essential | A |
| **Skills** |
| Ability to communicate the value of volunteers to all levels of an organisation and to create effective and productive staff /volunteer relationships | Essential | A & I |
| Ability to coach, encourage, motivate, and inspire others  | Essential | A & I |
| Ability to pay attention to detail, be thorough and organised.  | Essential | A & I |
| Ability to work on own initiative and as part of a team.  | Essential | A & I |
| Ability to work under pressure and prioritise effectively.  | Essential | A & I |
| Training and facilitation skills | Essential | A & I |
| Strong interpersonal and networking skills.  | Essential | A & I |
| Good organisational skills and the ability to manage a variety of tasks | Essential | A & I |
| Excellent written and verbal communication skills  | Essential | A & I |
| Proficient IT skills  | Essential | A & I |
| **Experience** |
| Experience of recruiting, managing and motivating volunteers | Essential | A & I |
| Experience of leading the planning and delivery of retention programmes | Essential | A & I |
| Experience of designing volunteer training programmes and delivering training, including for those with low levels of literacy  | Essential | A & I |
| Experience of developing and implementing strategies and policies.  | Desirable | A & I |
| Experience of recruitment and retention strategies of people | Desirable | A & I |
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| **Knowledge** |
| Knowledge of current trends and practices relating to volunteer recruitment, management, and retention.  | Essential | I |
| Knowledge and awareness of issues affecting young people.  | Desirable | A |
| Knowledge of the local area | Desirable | A |
| **Personal Qualities** |
| Positive and enthusiastic | Essential | I |
| Creative and innovative | Essential | I |
| Commitment to personal and professional development | Essential | A |
| A flexible attitude to work and a willingness to perform a variety of duties to ensure an efficient and effective service | Essential | I |
| **Other** |
| Have access to a car | Essential | A |
| Willing and able to work in the evenings, at weekends including overnight stays as required | Essential | A |
| DBS clearance and committed to Safeguarding children | Essential | A |
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\*Selection criteria for guidance only, alternative methods may be used to assist the selection process

**Inspire Youth Zone is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups.**

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**Additional Information**

This role is a 24 hour a week post based at Inspire Youth Zone, Chorley. The hours of work are those necessary to fulfil the requirements of the position. This will involve working unsocial hours in evenings and at weekends during Youth Zone sessions or at events.

**Remuneration package**

Salary: £20k - £23k 24 hours per week pro rata.

Holidays: 33 days inclusive of 8 Bank Holidays (pro rata)

Pension: Eligible, after six months’ service, to join Inspire Youth Zone Pension Scheme; 3% of salary is contributed by the Youth Zone if the employee contributes 3% or more.

Notice period: 4 weeks

**Disclosure and Barring Service Check**

In accordance with our Child Protection and Safeguarding procedures, this position requires an enhanced DBS check.

**Application Process**

Please email a CV to ryan.powell@inspireyouthzone.org, together with a concise covering letter setting out your reasons for applying for this position.