

**VOLUNTEERing throughout Dorset**

**JOB DESCRIPTION--- Syrian Resettlement Programme Volunteering Coordinator**

Location: Dorset

Job Title: Volunteer coordinator

Grade: SCP 28 NJC

Salary: £20,241 part time 30 hours per week

Contract: Fixed Contract to January 2021 (with potential to extend)

Reports to: Volunteer Centre Dorset Manager

**Aim of the project**

To provide a supported volunteering project that engages people across Dorset to assist in the successful resettlement and integration and long-term independence of Syrian Refugees. The Dorset Syrian Resettlement Programme model consist of combining specific small groups of volunteers supporting each family, through a number of roles including befriending and teaching English.

Volunteers will be able to develop their skills, feel part of their community by contributing, socialising and actively involved, providing a positive, welcoming and supportive environment for refugees in Dorset.

**Job Purpose**

* To support, recruit and place volunteers in groups to offer a range of support to a family resettled here under the Syrian Refugee Resettlement Programme.
* To train, maintain and manage the volunteer groups.
* To develop partnerships with other refugee resettlement services / local providers
* To offer unbiased advice on voluntary opportunities available and the benefits that volunteering has on the individual and the local community.
* To meet the aims of the project as set out in the service specification and work in partnership with the Dorset Council Resettlement Programme staff.

**Job Duties and Responsibilities**

* To work with agencies referring volunteers, set up recording system using current operating systems.
* To work with all VC staff to recruit volunteer mentors across the designated areas stated.
* Offer advice and guidance to organisations to develop their volunteering capabilities, ensuring they have the capacity and resources to support volunteers.
* Maintain contact with organisations to ensure that they remain engaged with the Syrian Refugee Project.
* Develop volunteer’s skills and abilities and contribute to the training advice.
* To engage with the existing groups of volunteers and build positive relationships across the body of volunteers supporting this initiative.
* To process volunteer applications, using the VCD database, and complying to VCD’s confidentiality and data protection policies and procedures, working with volunteers and staff at the Volunteer Centre.
* To produce reports and statistics for the Board of Directors and funders of the project.
* To attend quarterly meetings with Dorset Council Resettlement Programme staff
* To comply with the terms agreed within the Dorset Council Resettlement Programme, including confidentiality and data protection.
* To work within the aims of the Volunteer Centre, working with the supervision of the Volunteer Centre Manager and Deputy.

**Knowledge and Skills**.

* Have demonstrable knowledge of supporting people
* Have a demonstrable knowledge of volunteering and working with volunteers
* Have good management, negotiation and collaborative skills and experience of partnership working
* Have excellent communication and listening skills
* Be able to use initiative, as well as work within boundaries of the VC and the projects aims
* Have a general understanding of the wider voluntary and community sector
* Hold a current driving licence
* Have relevant policy and operational experience within the public or voluntary sectors

**Resources (job holder’s responsibility)**

* Own a car which is available for use in this job. (An allowance will be paid for business travel - currently at 45p/mile.)
* Ensure appropriate insurance cover is stated on car insurance

**Working Environment**

Post within stated area, office based at central office in Dorchester but working across rural Dorset where Syrian Refugee Families are being supported.