



BUXTON SCHOOL

JOB DESCRIPTION

Post Title: Volunteer Coordinator	Post No.	Grade:
Directorate: Buxton School	Division: Waltham Forest	Section:
Responsible to: Community and Extended Schools Leader		
Responsible for: Buxton School and Cann Hall Community Development		

MAIN PURPOSE OF THE JOB

To coordinate volunteer recruitment for Buxton School and Cann Hall Community

To manage existing volunteers (adults and young people)

MAIN DUTIES AND RESPONSIBILITIES

Be responsible for the health, safety and welfare of all users, including colleagues in accordance with the Health & Safety and Safeguarding Policies.

Ensure the safe and correct use of all equipment, both by staff and users, in compliance with health and safety legislation / guidelines.

Project and uphold a positive image of the school through good public relations.

To keep up to date with volunteering initiatives and good practice to continuously improve the volunteer project.

To work in partnership with professionals and relevant organisations in order to develop joint working and qualification opportunities

To agree personal training & development plans with all the volunteers.

To complete quarterly project progress reports for and to provide any other monitoring information that is required.

To develop and publish a quarterly 'Volunteers Newsletter' to keep a wide audience up to date and involved in volunteer projects.

To interview, select, arrange and participate in the induction process of new volunteers.

Undertake appropriate action in emergency situations, in line with site Normal Operating Procedures and Emergency Action Plans and with reference to incidents requiring first aid treatment, do so in support of the nominated 'First Aider' on duty.

Such other related duties as from time to time may arise or be assigned and that are consistent with the grade of the post.

SPECIAL CONDITIONS

1. Duties to be carried out during evenings and weekends and school holidays, as required, as part of an agreed normal work pattern.
2. Working patterns can be changed, with due notice, to satisfy the requirements of the service.
3. The job holder will be required to participate in site staff training and attend modular training, as required.
4. The job holder must wear the designated uniform provided when on duty and follow appropriate code of appearance.
5. The job holder must have enhanced DBS certificate

EQUAL OPPORTUNITIES STATEMENT

Adhere to School's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

COMMENSURATE STATEMENT

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

The Person Specification is a picture of skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet these criteria.

		Essential / Desirable
Experience	A wide range of experience of work with young people within a multi-cultural inner city environment	E
	Experience of working face to face with young people.	D
	Experience of strategic work	D
	Experience of managing a team and managing and developing staff	D
	Experience of working in partnership with voluntary and/or statutory organisations	D
Qualifications	A nationally recognised coaching/youth work qualification	D
Skills, knowledge and abilities	Understanding the principles and values of Neighbourhood youth work, including empowerment of young people, social inclusion, curriculum development and partnership work.	D
	A working knowledge of quality assurance and youth work philosophy and methods.	D
	Knowledge/understanding of working with culturally diverse groups	E
	Report writing, communication and ability to use information technology.	E
	An ability to identify solutions to complex staff and political and social community problems	D
	An ability and understanding of how to manage, lead, support and develop staff teams	D
	Awareness of Equal Opportunities issues and a commitment to implementing an Equal Opportunities Policy within a youth project setting.	E
	Knowledge of the health and safety and child protection requirements for work with young people in informal settings	E
	An ability to communicate with and bring together people from different disciplines and backgrounds, this includes youth agencies, faith groups, adult and young residents, local governance bodies. A willingness to work outside regular working hours in order to deliver effective activities/youth services.	E

Personal Qualities	<ol style="list-style-type: none"> 1. Flexibility 2. Transparency 3. Strong Leadership 4. Open and Honest 5. Active Listener 6. To take personal responsibility 	E`
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Job Holder Signature.....Date.....

Managers Signature.....Date.....