

Tayport Community Trust

Job Description for Volunteer Co-ordinator



Job Title:	Volunteer Co-ordinator, Larick Centre, Tayport
Salary:	This will be paid monthly in arrears, by direct credit transfer, on or before the 14 th day of each calendar month. It will be paid directly to a Bank Account nominated by you.
Hours:	24 hours per week; as agreed with Tayport Community Trust
Holidays:	Holiday year runs from 1st April to 31st March. You are entitled to 28 days' holiday per year plus 4 festive days, pro-rated.
Duration of post:	Up to 3 years dependent on funding and successful probation report
Location:	Larick Centre, Tayport, Fife
Supervision:	The post-holder will report to the Community Engagement Co-ordinator

Background:

Tayport Community Trust

The Trust is a Scottish Registered Charity and Company Limited by Guarantee, with a Board of Trustees and a membership of 360 local residents. The Trust has a proven record of delivering positive social change locally through successful, innovative projects such as the Harbour Café (run by Tayport Community Enterprises (TCE)) and Tayport Community Garden, established and managed by the Trust's gardening group PLANT. www.tayportct.org.uk.

The Larick Centre

The Larick Centre is a new community-owned centre in Tayport, offering a tremendous opportunity for local people, providing facilities for sports, arts, community meetings and events, tourism and business, a café, campsite and outdoor space. The Centre opened in June 2020 and includes a range of community projects linked to health and wellbeing activities and services, new jobs and volunteering opportunities including student placements, education and training. The Larick Centre houses an impressive 50 seat café alongside spaces for sports and fitness, health and wellbeing, arts and craft workshops, educational workshops, social and support meetings, live entertainment, parties and weddings, exhibitions and outdoor events.

Role Purpose

- Recruit and support a range of volunteers in the centre and establish a supportive environment to encourage volunteers of all ages and abilities
- Establish a volunteer database and a volunteer user's group

- Handle all aspects of volunteer engagement including marketing, delegating volunteer roles, PVG's, training and record keeping
- Establish a yearly calendar of volunteer activities

Key tasks, will include:

- Designing and implementing a volunteer recruitment strategy
- Processing and checking volunteer enquiries and records, including PVG's
- Have responsibility for the support and training of volunteers
- Work with other staff and volunteers to ensure that events, groups & activities that are organised are delivered
- Aid in the setup and takedown of equipment and furniture for bookings, as required
- Ensure that all volunteers are aware of and are acting within TCT's policies and procedures including health and safety and safeguarding
- Deal with all administrative task associated with volunteers

Any additional training when needed will be provided.

General

- Follow all health and safety regulations in line with the Larick Centre's health and safety policy
- Work to legislative, ethical, policy and procedural requirements, adhering to The Larick Centre policies & procedures, including best practice on Safeguarding and Protection of Children and Vulnerable Adults, HR, Health and Safety & Operational, and participate in all policies being reviewed and updated

Qualifications/Experience	Essential	Desirable
Recognised, relevant qualification or equivalent experience (e.g. community education,)		✓
Full UK driving license and access to a vehicle for work purposes		✓
Experience of working with people in community settings	✓	
Experience of recruiting, supporting, and training volunteers	✓	
Experience of IT programmes including excel, word etc	✓	
Experience of record keeping	✓	
Knowledge and Skills		
Ability to work flexibly to meet the requirements of the post, prioritise effectively and meet deadlines	✓	
Ability to work as part of a team and independently	✓	

Ability to work with people with widely varying levels of needs, knowledge and skills, and recognize and support their contribution	✓	
Well organised with excellent administrative skills	✓	
Excellent written and verbal communication skills	✓	