



T.H.O.M.A.S. (Those on the Margins of a Society) Job Description

Title of Post: Volunteer Coordinator

Salary: £24000

Based at: Bolton

Reports to: Chief Executive

Responsible to: Chief Executive THOMAS

Area of Operation: Bolton, Greater Manchester/Lancashire

Hours of Work: 37.5 Hours (Flexible)

Role

THOMAS provides psychosocial recovery services to people with drug and alcohol addictions. Its projects consist of residential and community based services. The post holder will coordinate volunteering across THOMAS Services in Bolton, Blackburn, Salford and Trafford.

Key Tasks

Key Activities:

- To source and recruit volunteers through various methods
- To manage volunteers
- To develop links with church communities
- To promote volunteering through presentations
- To deliver training and development for volunteer placements with on-going learning and reflective practice
- To assign responsibilities to volunteers
- To organise placements in consultation with managers
- To report to the THOMAS Senior Management Team
- To provide reports on volunteers progression
- To input on electronic case management system

In addition the post holder will:

- Seek to improve personal performance, contribution, knowledge and skills.
- Participate in appraisal, supervision and Learning & Development processes.
- Keep abreast of developments in services legislation and practice relevant to the job role
- Ensure the implementation of the organisation's policies.
- Contribute to maintaining safe systems of work and a safe environment.
- Undertake other duties appropriate to the grade of the post.

Essential criteria:

- ✓ Able to communicate effectively with various groups of people
- ✓ Proven experience of organisational teams
- ✓ Team leadership experience
- ✓ Good IT Skills
- ✓ Experience of recruiting and developing people
- ✓ Degree in relevant subject (education, management, social science)
- ✓ Experience of coordinating a team (desirable)
- ✓ Good literacy and numeracy
- ✓ Car driver and car owner

This post is subject to DBS at an enhanced level.

Amendments: This description accurately reflects the present position; it may be amended and reviewed. Any change will be made following a proper period of consultation.

I fully understand this job specification.

Print Name:

Signed

Date