

## Job Description and Person Specification

<b>Job Title:</b>	Volunteer Co-Ordinator
<b>Salary:</b>	£26,500 pa - £27,000 pro rata
<b>Contract Term:</b>	One-year fixed term contract
<b>Hours of Employment:</b>	21 hours per week
<b>Working pattern:</b>	Flexible, within core office hours of 9.30 to 5.30pm Some evening or weekend work may be required from time to time
<b>Location:</b>	Central Edinburgh with the flexibility of a hybrid working pattern
<b>Reports to:</b>	Head of Operations and Delivery

## About Prostate Scotland

At Prostate Scotland, we are dedicated to support men across Scotland in their prostate health journey. Nearly 1 in 2 men in Scotland will be affected by prostate disease at some stage of their lives and 1 in 10 are likely to develop prostate cancer. Our mission is to inform, educate, support, campaign, and advance on prostate disease in Scotland.

## Purpose of Job

Prostate Scotland is seeking a dedicated and dynamic Volunteer Coordinator to join our enthusiastic team. This new role presents an exciting opportunity for the successful candidate to shape and advance our volunteer programme, building on our current volunteer engagement.

## Main Duties and Responsibilities

### Volunteer Recruitment

- Deal with all volunteer-related inquiries promptly and professionally.
- Develop and implement a comprehensive volunteer recruitment strategy.
- Maintain and update the Volunteer Handbook, policies, and procedures.
- Responsible for recruitment and volunteer selection.
- Assess and match volunteer skills, interests, and qualifications with Prostate Scotland's needs.
- Conduct necessary pre-volunteering (PVG) checks.
- Implement structured processes for volunteer onboarding and exits.

### Volunteer Engagement:

- Foster a sense of belonging among volunteers within the Prostate Scotland team.
- Working with our communications staff, keep volunteers informed about Prostate Scotland's ongoing work.
- Highlight volunteer opportunities, successes and projects on our social media channels.

### Volunteer Training:

- Develop an induction system for new volunteers.
- Create a training programme which may be delivered virtually across Scotland, in collaboration with relevant staff
- Identify additional training needs for volunteers.

### Volunteer Support, Monitoring, and Evaluation:

- Provide adequate supervision, management and support to ensure volunteers are comfortable in their roles.
- Maintain a safe, healthy, and supportive environment for volunteers.
- Establish a support network for volunteers and ensure they feel welcomed and supported.
- Develop robust reporting mechanism for volunteer activities.

- Prepare internal and external reports on the volunteer programme's outcomes.

**Volunteer Recognition:**

- Develop strategies for regular volunteer check-ins and follow-ups post-events.
- Plan formal and informal recognition programmes to celebrate volunteer contributions.
- Develop a recognition programme to acknowledge volunteer achievements.

**Communication and Coordination:**

- Develop and manage the volunteer budget.
- Coordinate with team members to identify volunteer needs and ensure adequate volunteer availability.
- Educate staff about volunteer roles and integration.
- Maintain an up-to-date volunteer database.
- Ensure volunteers have the necessary equipment for their roles and coordinate with staff to provide these.

Perform duties as they arise, in agreement with the CEO and Head of Operations and Delivery.

## Qualifications and Skills

**Essential Experience**

- Essential Experience:
- Experience in recruiting, training, and supporting volunteers.
- Proven experience and knowledge in volunteer management and motivation.
- Excellent written and verbal communication skills.
- Strong planning, prioritisation, and organisational skills.
- Proficiency in IT and database systems.
- Ability to work independently and collaboratively within a team.

**Skills and Abilities**

- Calm, patient, and friendly with a sense of fun.
- Positive and supportive attitude.
- Reliable and trustworthy.
- Highly motivated, enthusiastic, and committed.
- Strong organisational skills.
- Ability to build effective partnerships with colleagues, partners, and volunteers.
- Willingness to adapt to evolving role requirements.

All candidates must have the right to work in the UK. This includes holding a valid visa that permits employment. Evidence of this eligibility will be required prior to the commencement of employment

Prostate Scotland provides an ever-evolving service and staff are expected to participate constructively in Prostate Scotland activities and to adopt a flexible approach to their work. The job description is not intended to be exhaustive and is indicative of the nature and level of the responsibilities associated with the post at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations cannot of themselves justify a reconsideration of the terms and conditions of employment associated with the post.