



WARRINGTON YOUTH CLUB

JOB DESCRIPTION

Role Title:	Volunteer Coordinator
Department:	Mentoring
Responsible to:	Mentoring Manager
Status:	Part Time 18 hours (x 2 Posts), Fixed Term until April 2018
Salary:	£19,000 - £22,500 Pro-Rata (Dependent on Experience)

Job Summary:

OnSide Warrington Youth Club is aiming to recruit 2 highly motivated, pro-active people to the role of Volunteer Coordinator and Volunteer Recruiter. Consideration may be given to the right candidate(s) to combine both roles to make one full time position, or to renegotiate responsibilities within the 2 18 hour posts.

Please complete form 'Position I am applying for' and state what roles you wish to be considered for.

Volunteer Coordinator – Position 1

(18 hours per week)

You will work on the Mentoring Programme and will oversee a cohort of children/young people and their Volunteer Mentors within the Youth Club setting. You will be required to work Monday to Thursday evenings and you will be responsible for supporting, advising and guiding volunteer mentors who will be mentoring young people on a 1 to 1 basis.

The role has three aspects:-

- Support Children/Young People through the mentoring relationship around a variety of issues such as education, training, mental health, sexual exploitation, behavioural, criminal activity, bullying, and personal development.
- To manage and monitor the mentoring relationship a Mentor and Child or Young Person share within a youth club setting.
- To guide, support and advise Mentors in order that they support their young person effectively and to the best of their ability.

Hours of Work

- Monday 12:30 pm to 8pm (start time negotiable)
- Tuesday 5pm to 9pm
- Wednesday 5pm to 8pm
- Thursday 5pm to 9pm

In return you will receive a rewarding and challenging career within a Charity that is committed to the social and personal development of young people and work within a highly focussed team to contribute towards the growth of OnSide Warrington Youth Club.

The ideal candidate will be organised, approachable, and very flexible in their approach. They will have effective communication skills and be self-motivated and able to perform well under pressure.

Person Specification

- Effective Team Leadership Skills.
- Excellent interpersonal and relationship building skills.
- Excellent planning and organisational skills.
- Self-motivate, pro-active and able to work to set deadlines and meet project targets.
- Ability to work on own initiative and make decisions under pressure.
- Excellent administration and office skills, including confident telephone manner, face to face communication and an efficient electronic communicator.
- Flexible, enthusiastic, reliable and confident.
- Experience of engaging difficult and hard to reach young people.
- Understanding of Child Protection & Safeguarding Procedures.

Volunteer Recruiter – Position 2

(18 hours per week)

You will work on the Mentoring Programme and will be responsible for the recruitment of volunteers from the local community to become Mentors to support vulnerable and at risk children on a 1 to 1 basis.

The role has three aspects:-

- Approach organisations and businesses and arrange to speak to their staff and encourage them to become a volunteer on the Mentoring Programme.
- To attend fundraising events and functions held by OnSide Warrington Youth Club and partner agencies and recruit volunteers from the attendees of such events.
- Set up stalls within the community to recruit local people as volunteers onto the Mentoring Programme.

Hours of Work

18 hours per week flexible working but must be able to attend calendared events and functions that occur at evenings and weekends. Approx. 2 events per month.

In return you will receive a rewarding and challenging career within a Charity that is committed to the social and personal development of young people and work within a highly focussed team to contribute towards the growth of OnSide Warrington Youth Club.

The ideal candidate will be organised, approachable, and very flexible in their approach. They will have experience of public speaking, effective communication and IT skills and be self-motivated and able to perform well under pressure. A driving licence is essential in this role.

Person Specification

- Experience of public speaking.
- Excellent interpersonal and relationship building skills.
- Excellent planning and organisational skills.
- Self-motivate, pro-active and able to work to set deadlines and meet project targets.
- Ability to work on own initiative and make decisions under pressure.
- Excellent administration and office skills, including confident telephone manner, face to face communication and an efficient electronic communicator.
- Excellent IT skills.
- Flexible, enthusiastic, reliable and confident.
- Driving Licence and car accessible for work is essential.

Key Responsibilities:

1. To use innovative methods to engage Children and Young People aged 7 - 18 years onto the project and build and maintain positive relationships. *(Volunteer Coordinator Post)*
2. Support Children/Young People from diverse backgrounds including Looked After Children, Young Carers and those from the BME communities. *(Volunteer Coordinator Post)*
3. Support Children/Young People through the mentoring relationship around a variety of issues such as education, training, mental health, sexual exploitation, behavioural, criminal activity, bullying, and personal development. *(Volunteer Coordinator Post)*
4. To manage and monitor the mentoring relationship a Mentor and Child or Young Person share. *(Volunteer Coordinator Post)*
5. To guide, support and advise Mentors in order that they support their young person effectively and to the best of their ability. *(Volunteer Coordinator Post)*
6. To complete relevant processes creatively to support the Mentoring relationship and promote positive outcomes. *(Volunteer Coordinator Post)*
7. Approach organisations and businesses and arrange to speak to their staff and encourage them to become a volunteer on the Mentoring Programme. *(Recruitment Coordinator Post)*
8. To attend fundraising events and functions held by OnSide Warrington Youth Club and partner agencies and recruit volunteers from the attendees of such events. *(Recruitment Coordinator Post)*

9. Set up stalls within the community to recruit local people as volunteers onto the Mentoring Programme. *(Recruitment Coordinator Post)*
10. Work alongside colleagues across WYC to ensure Young People access multiple opportunities the organisation has to offer. *(Both Posts)*
11. Be Child Protection Focused and report concerns effectively. *(Both Posts)*
12. Signpost Children/Young People to other agencies where appropriate and work alongside these agencies. *(Both Posts)*
13. Ensure reports, recordings and relevant paperwork are completed accurately and on time. *(Both Posts)*
14. Meet targets as directed by funders, contracts and Mentoring Manager. *(Both Posts)*
15. To work in a way which challenges negative and discriminatory behaviours and remain committed to equal opportunities. *(Both Posts)*
16. Work a flexible pattern including evening, weekends and weekend residentials in line with the role / team requirements. *(Both Posts)*
17. To attend and participate in regular team meetings. *(Both Posts)*
18. To attend any training identified as necessary by your line manager. *(Both Posts)*
19. To undertake any other work requested by your line manager that relates to the role. *(Both Posts)*