

Job Description & Personal Spec



Job title: Volunteer Co-ordinator
 Salary: £25,000 to £26,000 FTE
 Hours: 15-18 hours per week
 Start date: ASAP
 Reporting to: HR & Volunteer Manager
 Place of work: Hemel Hempstead/Kings Langley

Overall Job Purpose

To lead and manage the operational running of the Volunteer Services Department to provide efficient and well trained volunteers to meet the needs of the organisation.

Duties and Responsibilities

- With Managers identify volunteering opportunities across DENS
- Interview applicants who have applied to be a volunteer, and decide on the best post for that person
- Ensure that a DBS is applied for, and feedback any content to Manager
- Be a point of contact for volunteers to provide support and advice when needed
- Provide regular management information and reports on volunteering as required e.g. Trustee and Senior Management team meetings
- Working as part of the HR and Volunteer Services team, there will be the requirement to work across the wider team and to help cover peaks in workload
- Arrange regular Volunteer get togethers where Volunteers can meet and socialise with volunteers and staff from across the organisation and learn more about the different departments and DENS plans for the future.
- Develop and maintain effective working relationships, collaborating with all staff and volunteers and work to achieve the DENS aims and organisational strategy
- Reviewing and standardising volunteering policies, practices and guidelines in line with current legislation/best practice
- Monitoring the turnover of volunteers, keeping up to date records, recording reasons for leaving and taking action to address any concerns identified.

Person Specification

Requirements	Essential	Desirable
Education & Training	<ul style="list-style-type: none"> • A good standard of Education 	<ul style="list-style-type: none"> • A high standard of Education • Educated to Degree Level
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of managing volunteers, working with volunteers, or experience of being a volunteer 	<ul style="list-style-type: none"> • Knowledge of the workings of a homeless charity

Skills & Abilities	<ul style="list-style-type: none"> • Self-motivated and can manage time effectively; prioritising work according to needs and deadlines • People's person and a natural team player, willing to get stuck in • IT literate • Good written and verbal communication skills • Organised and methodical • Administratively self-sufficient 	
Personal Qualities	<ul style="list-style-type: none"> • People-focused • Caring • Considerate • Tact and diplomacy • Ability to build and maintain relationships • Ability to work independently and use own initiative • Self-motivated with the ability to motivate and enthuse others • Can-do attitude, 'hands-on' 	<ul style="list-style-type: none"> • Passionate about making a positive difference to people's lives • Passionate for the cause

How to apply

Please read the full **Job Description & Personal Specification**

If you match our criteria:

- Please send your CV to **HR@dens.org.uk**
- Closing date for receipt of applications is **10th June 22**
- We may interview, and offer the role to a suitable candidate before the deadline

For an informal chat, please ring Jacky Stafford on 01442-412340
Please advise us should you require adjustments to be made for you at interview.

To find out more about DENS visit www.dens.org.uk