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**VOLUNTEER**

**COORDINATOR**

Salary: **£25,404 - £28,848 (pro rata)**

depending on experience

16

hours a week

# About us

Angus Carers Centre is a rights-based charity working **with** and **for** unpaid carers from all walks of life living across Angus. We exist to improve the quality of life for all carers by building genuine and equal relationships, connecting carers with each other to create a sense of belonging and community, providing practical and emotional supports, and influencing change at local and national level.

Established in 1996, we have grown significantly over the last 25 years, and we are now supporting nearly 2,000 unpaid adult and young carers across Angus. Our talented and passionate team of 25 staff and over 20 volunteers ensure the needs of our carers are meet. Together with our volunteers we strive to provide a first-class service to carers and their families, to make a lasting difference to their lives.

Our vision is that all unpaid carers in Angus will receive appropriate information and support to enable them to feel valued and confident in their caring situation and to develop their own potential.

**Why should you consider applying?**

The social, political and policy horizon is changing, and we need to ensure that we provide the right support at the right time. We are entering a new and exciting chapter, and there has never been a better time to join our organisation.

You will be making an impact by building authentic and empowering relationships with our team of dedicated volunteers. You will lead on the development of our volunteering service demonstrating its impact and added value. But most importantly, you will put the voice of carers at the centre of what we do.

Reporting to CEO, you will have a positive non-judgemental attitude and be motivated to make a difference in the lives of unpaid carers and our volunteers.

# Job overview

The postholder will:

* Lead, recruit, and support volunteers to ensure they are motivated, and feel valued and respected making a lasting difference in our communities.
* Develop volunteering strategy, ensuring it is inclusive, future-focused, and carers-centred.
* Promote and champion the role of volunteers by building and maintaining relationships with key partners, local organisations, and influencers.
* Provide safe, nurturing, and developmental support supervision to a team of volunteers.
* Design, deliver and evaluate volunteering activities ensuring they align with local need and organisational vision.
* Continuously evidence and communicate the impact of volunteering, internally and externally to further demonstrate its value: individual, organisational, and societal.
* Establish strong relationships with other volunteer organisations to share learnings and good practice and build a network of support.
* Build a network of supportive organisations and communities of interest to strengthen the role and profile of unpaid carers.
* Collaborate with other teams, business support, finance, fundraising and others, to support all aspects of volunteering, including events management, training, and professional development.
* Continuously strive for excellence by ensuring learning is embedded in practice, policies, and systems
* Keep abreast of legislation, policy and good practice related to volunteering.
* Ensure organisational and local safeguarding and health & safety policies are adhered to and effectively implemented.
* Comply with Angus Carers Centre’s policies and procedures.

# Job overview

The above does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from employees in the role. The organisation reserves the right to require employees to perform other duties from time to time.

# Key values

Strong sense of integrity,

Authentic and true to themselves and others,

Compassionate and boundaried,

Drive for social justice and equity.

# Qualifications

* Degree in community education, social care, project management or relevant experience in developing, leading, and supporting volunteers,
* Knowledge of safeguarding, health and safety, and data protection
* Understanding of the needs of diverse individuals and communities
* Full Driving License and a suitable vehicle for work with business insurance

# Experience

* Experience in all aspects of effective Volunteer Management (recruitment, training, support)
* Experience of collaborating with external stakeholders including communities, voluntary and private organisations, and individuals,
* Experience of project management, achieving goals, managing a busy workload, and working to deadlines
* Experience of partnership working, preferably in the Third Sector
* Experience of service development, delivery, and evaluation

**Skills and Abilities**

* Knowledge of issues affecting young and adult carers, legislation and policy landscape related to carers.
* Ability to build positive relationships with a wide range of individuals and agencies, Excellent analytical and critical thinking skills.
* A high degree of IT literacy and demonstrated use of online applications and tools, including MS Office
* Excellent social and interpersonal skills with the ability to communicate effectively with a diverse range of people at all levels.

# Working hours

16 hours per week subject to organisational needs. Some work may have to be undertaken outside office hours, including evenings and weekends.

# Special conditions

The post entails work with vulnerable people and falls within the definition of

“Regulated work” under the provision of the Protection of Vulnerable groups (Scotland) Act 2007. The post holder will require to be registered as a member of the Protection of Vulnerable Groups Scheme, which will involve a Disclosure Scotland check.

**Office base**

The post is based at 8 Grant Road, Arbroath, DD11 1JN.

# Equal opportunities

Angus Carers Centre is committed to being an Equal Opportunities Employer and we encourage candidates from diverse backgrounds to consider joining Angus Carers Centre.

# Benefits

Training and development opportunities

Employee Assistance Programme

6% employer pension contribution

Free car park

31 days of annual leave

Flexible working, subject to organisation’s needs.