

JOB DESCRIPTION

Post Holder	To be appointed
Job Title	Volunteer Co-ordinator - Freelance
Location	The Ropewalk, Barton upon Humber
Length of Contract	Fixed term 12 months. 10 hours per week.
Responsible To	Business Manager at The Ropewalk.

Purpose of Job

- To develop a volunteer bank for Barton upon Humber
- To develop volunteering opportunities in Barton upon Humber
- To support volunteers and participating organisations with training and mentoring opportunities.

Summary of Main Duties and Responsibilities

- The coordinator will develop guidelines and induction materials for volunteers and participating organisations
- Develop and monitor opportunities that are high quality, meaningful and enjoyable at all of the participating venues/events.
- Attend placements and support volunteers when required.
- Manage a training programme for volunteers
- Collect data and evaluate the programme submitting a quarterly progress report to the Barton Tourism Partnership for their funding returns.

Supervision/Management of People

Not applicable.

Contacts and Relationships

- Volunteers
- Members of the public
- Management committees from venues, events and organisations involved in the project.

General

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties which may be required from time to time.

Project detail

The Barton Tourism Partnership is a voluntary group established 20 years ago made up of representatives from organisations in Barton upon Humber who volunteer their time to develop opportunities for local people and visitors to enjoy our town. The group aims to develop Barton as a thriving place to live and visit.

Barton upon Humber is a small market town in North Lincolnshire that has the same problems of any other with ageing population at risk of illnesses developed

from isolation and fragmentation of communities due to fast pace of life and conflicting priorities. The project will bring people together to work towards a common goal strengthening relationships.

Encouraging people to volunteer gives them structure in retirement, or for younger people the chance to add to their CV's showing job readiness. Volunteering is a chance to learn new skills and feel a valued member of the community. The freelance volunteer coordinator will train volunteers and coordinate with the participating venues and community organisations. This first year will put partnerships and working practices in place that will continue once the paid role has finished.

The coordinator will develop guidelines and opportunities that are high quality, meaningful and enjoyable at all of the participating venues. Volunteers will have a full induction, be trained and valued.

Many of the organisations do not have regular opportunities for volunteers so it is hard to keep people interested. A volunteer bank of potential volunteering opportunities could be submitted to the coordinator who could offer out a monthly menu to volunteers to sign up the opportunities that they like the look of. None of the volunteering jobs would be replacing paid staff.