

**Hull CVS
Volunteer Academy Coordinator
Job Description**

Job Title:	Volunteer Academy Coordinator
Responsible to:	Head of Community Development
Based at:	The Strand, 75 Beverley Road, Hull, HU3 1XL
Working Hours:	21 hours per week (pro rata to 35 hour full time week)
Term:	1 Year Fixed Term (Longer subject to funding)
Contract:	Fixed term contract or secondment opportunity

Scope:

Hull CVS as the parent charity operating within Hull; and Meeting New Horizons as the charity's subsidiary body delivering services in the wider Yorkshire & Humber region; have been established to provide development and support services to local communities and the voluntary, community and social enterprise (VCSE) sector. A key part of our role is to provide a broad range of services and support to these organisations to aid their start up, effectiveness and longer term sustainability.

We currently provide a range of traditional services and advice that fulfils the everyday needs of charitable organisations, including supporting the recruitment and management of volunteers; delivering governance and constitutional advice to organisations; and providing a range of direct business support functions including low cost accommodation and room hire; networking opportunities; training; funding advice; payroll services; and finance and HR management; all helping organisations to start, grow and develop.

In addition to supporting the local sector, Hull CVS and MNH also directly delivers a range of projects to support local community empowerment. These include a range of volunteering programmes; patient voice and advocacy; direct payments support; and the administration of a number of small grant programmes for local Charitable Trusts.

Overall Objective:

Hull CVS has been awarded funding to help develop a Volunteer to Employment pathway within Hull, aimed at creating future employability prospects, as well as promoting the opportunities that exist within the VCSE sector and other sectors in need of future employees.

As part of this work we will be developing a Volunteer Academy Training Programme that provides a consistent and structured approach to volunteering training across the VCSE sector,

and which supports the development of core skills for future employment.

The role of Volunteer Academy Coordinator will lead on the coordination and delivery of a volunteer training programme for new and existing volunteers in Hull. This will include the development of a baseline training package, as well as a pathway to thematic training to support individual career aspirations. The role will also be responsible for facilitating bookings on to courses, as well as on day coordination with trainers, venues and delegates.

Specific Duties and Responsibilities

Programme Development:

- To assist in identifying and assessing the current and future training needs for volunteers.
- To identify and develop a matrix of bespoke training to meet thematic individual career aspirations.
- Work with internal and external trainers to coordinate training required.
- To develop a schedule and rolling programme of baseline training.
- To ensure the Volunteer Academy and wider volunteer training opportunities are featured prominently via available communication channels.
- To contribute towards systems development that supports volunteering hosting organisations with the adoption and recognition of the Volunteer Academy training.
- Promote the benefits of the Volunteer Academy with volunteering hosting organisations.

Course Administration:

- To source and book venues appropriate to the capacity and technical needs for each cohort.
- To assess all bookings and ensure appropriate recording of any additional requests such as accessibility, dietary and future information requests are recorded.
- To liaise with venues to finalise bookings ensuring required equipment, layout, refreshments and entry requirements are in place.
- To ensure trainers are fully briefed on venue details and requirements, register of attendees, supply of feedback forms and any additional needs. Where trainer fees apply, work with colleagues to ensure invoicing and payment.
- To ensure candidates received appropriate joining instructions and reminders ahead of the day of the course. Maintain reserve lists for oversubscribed courses.
- To ensure feedback is acted upon and any certification is issued.
- To contribute to the population of budget and expenditure records.

Reporting and Performance Monitoring:

- Ensure systems are in place to capture all outputs and outcomes in relation to the delivery of the programme.
- To work with the wider CVS team ensuring that the programme's activity is linked into the wider activities of Hull CVS.
- Collate and produce case studies for contribution to the Hull CVS Annual Report.

General Duties:

- To ensure that members of your team and wider organisation are adequately informed of your work as appropriate and information is provided as requested by your line manager.
- To participate in planning and team building activities within the company and to contribute to the core operation and development of the organisation.
- To take part in supervision / appraisals as agreed in line with organisational policy.
- To undertake in-service training as appropriate.
- To respect confidentiality of all information acquired through working at the organisation within the framework of the confidentiality policy.

- To adhere to company policies and procedures.
- To undertake any other duties commensurate with the level of responsibility of this post which you may be asked to undertake by Senior Management.
- To have a strong commitment to equality and diversity and to form effective working relationships across our diverse communities.