



Job title:	Volunteer Coordinator
Service:	BAND – Living Well
Location:	Bolton
Hours:	30 hours per week (part-time)
Salary:	£28,315 - £31,073 FTE per annum (£22,958 - £25,194 per annum for 30 hours per week)
Contract type:	Permanent

Family Action & the Role's Impact:

Family Action is a registered charity, building stronger families since 1869. Today we work with more than 60,000 families in over 200 community based services, as well as supporting thousands more through national programmes and grants. We transform lives by providing practical, emotional and financial support to those who are experiencing poverty, disadvantage and social isolation.

Living Well is a transformative programme to deliver real change and improvement to mental health services for individuals in Bolton. Its aim is to design a service that sits around individuals to support their health and wellbeing rather than expecting people to fit into our services. The role of Volunteer coordinator will be hosted by Family Action and will be part of the Living Well Team in Bolton.

We are looking for someone with knowledge and understanding of developing and implementing a Volunteer process. You will coordinate and lead on safe recruitment, induction and training of an appropriately diverse, skilled and experienced volunteer workforce. You will work within the Living Well Team and volunteers to prototype new ways of supporting individuals, and contribute to the ongoing development of the team by sharing learning and by listening and responding to feedback from people who use the service.

Main Responsibilities:

- Development of the Volunteer process for Bolton Living Well
- Lead on recruitment of volunteers and promotion of volunteer opportunities
- The delivery and development of a training and support package to ensure that volunteers have the opportunity to gain the skills and knowledge they need to deliver effective support
- To lead on all aspects of the day-to-day co-ordination and supervision of a team of volunteers and their activities, developing and inspiring them to develop outcomes-focused practice to meet the needs of people referred into Living Well

Main Requirements (for details check the job description and person specification):

- Demonstrable experience of supervising and developing volunteers, providing effective leadership, managing conflict and using negotiation skills where necessary with an ability to communicate, negotiate and influence a wide range of audiences and stakeholders.
- Demonstrable experience of developing and delivering training courses
- An effective communicator, who works in a person centred way.
- Knowledge of Mental Health conditions and strategies to improve health and wellbeing

Benefits:



- an annual paid leave entitlement that commences at 25 working days, rising each April by one day, subject to a maximum of 30 working days plus bank holidays
- up to 6% matched-pension contributions
- flexible working arrangements and new starters have the right to make flexible working requests from day one of employment
- enhanced paid sick leave and paid family leave provisions
- eye care and winter flu jabs vouchers
- cycle to work scheme
- investing in your professional development with ongoing quality training and career development opportunities

We are forward looking, ambitious and committed to continuous improvement. We are a **people focused, can-do** organisation, which strives for **excellence** in all we do and operates with **mutual respect**.

Our commitment to Equality, Diversity & Inclusion:

We are committed to Equality, Diversity & Inclusion in all that we do and welcome applications from all sections of the community / particularly welcome applications from Black, Asian and minority ethnic candidates, LGBTQ+ candidates and candidates with disabilities because we are committed to increasing the representation of these groups at Family Action. We know that greater diversity will lead to even greater results for families and children and strive for our workforce to be truly representative of the diverse communities we support. We offer a guaranteed interview scheme for disabled applicants and will reimburse any reasonable travel costs associated with attending an interview.

Next steps:

- **To apply:** fill out the [Application Form](#) and email it to: completed.application20@family-action.org.uk
- **To learn more about Family Action:** check out our [Recruitment Pack](#)
- **To learn more about Family Action's terms & conditions:** check out the [Summary Terms & Conditions of Employment](#)
- **To help us fulfil our commitment to encouraging diversity and promoting equal opportunities:** fill out our anonymous [Equality & Diversity Monitoring Information survey](#)

Closing Date: Tuesday 28th May 2024 at 09.00 am

Interview Date: Week of 3rd June 2024, in person with slots throughout the working day and early/late slots available.

For direct queries or if you would like to discuss any aspect of the selection process or flexible working requests, please email: dan.harrison@family-action.org.uk

Appointments are subject to satisfactory Safer Recruitment checks, including a Disclosure and Barring Service

ID: 1187