

**JOB DESCRIPTION**

<b>JOB TITLE:</b> Volunteering Pathways Co-ordinator	<b>SALARY:</b> £24,451 FTE
<b>DEPT:</b> Voluntary and Community Action	<b>HOURS:</b> 30 hrs per week (potential for full time 37.5 hrs per week subject to additional funding)
<b>ACCOUNTABLE TO:</b> Head of Community and Voluntary Action	<b>LOCATION:</b> Brightspace Ipswich or Kirkley Lowestoft
<b>JOB PURPOSE</b>	
<ul style="list-style-type: none"> <li>• To increase the impact of volunteering across East Suffolk through the development of a diverse range of high-quality placements</li> <li>• To develop and create pathways from unemployment to paid work or learning via volunteering in partnership with other key stakeholders</li> <li>• To be an ambassador for CAS supporting and promoting CAS's diverse range of products and services</li> <li>• To be a positive and flexible member of a high performing, innovative and enterprising Volunteer &amp; Community Services Team and the wider CAS team</li> </ul>	
<b>MAIN DUTIES AND RESPONSIBILITIES</b>	
<p><b>To increase the impact of volunteering across East Suffolk through the development of a diverse range of high quality placements</b></p> <ul style="list-style-type: none"> <li>• Work with a diverse range of organisations to increase the volunteering opportunities available across East Suffolk</li> <li>• Provide support and guidance to volunteer involving organisations to ensure they are volunteer ready and can provide quality placements for individuals</li> <li>• Work collaboratively to help create new and innovative volunteering roles including digital/remote volunteering</li> <li>• Actively promote and publicise the benefits of volunteering to stakeholders, client groups and referring agencies through attendance at events, delivering workshops and presentations</li> </ul>	

**To develop and create pathways from unemployment to paid work or learning via volunteering in partnership with other key stakeholders**

- Recruit, assess and support participants wishing to engage with the programme to ensure suitability to the project
- Develop local relationships with employability programmes and Job Centre plus to enable appropriate referrals and signposting
- Work strategically with organisations and businesses across East Suffolk to support volunteering opportunities and pathways to employment and learning
- Set up efficient and effective systems such as client referral, progression and exit that are sensitive to participants and meet project needs/outcomes
- Ensure regular monitoring and evaluation and reporting to appropriate bodies for the programmes and collate case studies and examples of good practice

**To be an ambassador for CAS supporting and promoting CAS's diverse range of products and services**

- Develop and maintain an expert working knowledge about the diverse range of CAS's products and services and seek to raise awareness and promote these wherever possible
- Be a first point of contact to share knowledge about who to turn to for support in CAS
- To work with the wider CAS team to raise awareness of CAS's volunteering offer so they can promote volunteering to their stakeholder groups
- Contribute to the development of local and county wide marketing and communication strategies and plans and work with CAS's marketing team to promote CAS's volunteering offer both internally and externally
- Generate a range of content for both internal and external marketing resources such as newsletters, e-bulletins, posters, flyers and postcards etc.
- Actively promote the benefits of CAS membership

**To be a positive and flexible member of a high performing, innovative and enterprising Community Services Team and the wider CAS team**

- To support the development of impact measurement tools to capture and record outcomes, developing and shaping partnerships
- To work collaboratively with colleagues to find solutions to issues as they arise
- To take responsibility for other activities as specified by the line manager

**PERSON SPECIFICATION**

<p><b>Knowledge, Experience and Skill</b></p>	<ul style="list-style-type: none"> <li>• A minimum of 2 years experience in supporting and developing volunteering</li> <li>• Demonstrable ability to engage and support participants facing barriers in their lives into employment or learning</li> <li>• Have an expert understanding of best practice in volunteering</li> <li>• Proven track record in developing, establishing and maintain good working relationships both internally and externally</li> <li>• Understanding of externally funded projects and monitoring requirements</li> <li>• Excellent presentation skills and the ability to share and disseminate knowledge and learning in a range of different settings</li> <li>• Good understanding and experience of how to run and lead successful campaigns</li> <li>• Experience of setting and working to targets within an outcome framework</li> <li>• Experience in organizing and managing priorities and time</li> <li>• The ability to communicate at all levels with excellent listening skills</li> <li>• Excellent working knowledge of modern IT</li> </ul>
<p><b>Attributes</b></p>	<ul style="list-style-type: none"> <li>• Personal commitment to CAS and its values</li> <li>• Excellent team player with a positive attitude to change</li> <li>• High levels of flexibility and a can do attitude with the ability to “muck in” where required</li> <li>• A collaborative and solution-based approach to solving problems</li> <li>• Ability to self manage, organise, balance and deliver against a range of competing priorities</li> <li>• Commitment and an ability to contribute to an emotionally healthy and fun working environment</li> <li>• Frequent travel around the county and so an ability to travel within Suffolk or further afield as necessary</li> </ul>