

Barnsley Independent Alzheimer's and Dementia Support (BIADS)

Job description

Job title: Volunteer Co-ordinator

Hours: 14 per week flexibly applied

Salary: £7,280 per annum (£10 per hour)

Responsible to: Development Manager

Main purpose of job: To recruit and screen new volunteers, provide appropriate training for all new and existing volunteers, co-ordinate the work and management of the volunteers of BIADS.

Key responsibilities

- Recruit and screen volunteers utilising all possible methods
- Collect information on availabilities and skills
- Arrange for appropriate induction training for volunteers and training on the areas of work of interest
- Produce schedules for everyday activities to enable sufficient volunteer cover
- Coordinate teams of volunteers for large-scale events such as fund raisers
- Supervise, support and communicate frequently with volunteers to ensure they are satisfied and well-placed
- Organise ongoing training and development opportunities for volunteers
- Disseminate information for upcoming actions and events to create interest
- Keep detailed records of information pertinent to the volunteers
- Ensure the purpose of the organisation and its actions are clearly communicated
- Work with other staff members who use volunteers in their services to ensure all volunteers have the same experience
- Maintain confidentiality of all information regarding our members
- Attend meetings internally and externally as requested
- Any other tasks identified by the Trustees commensurate with the post