**Light Project Peterborough**

**Volunteer Co-ordinator**

Light Project Peterborough was started by a group of Christians who believe in showing their faith in action. We are in place to serve the city and those in need.

**Purpose of Post**

This post serves to support the projects and services that Light Project Peterborough offers. With a range of volunteer contributors, the post holder will effectively mobilise this energy to support the charities objectives.

Taking an active interest in the development of the charity and those around the post holder will have a passion for the ethos and values of Light Project Peterborough.

**Based at:** The Garden House, Gravel Walk, Minster Precincts, Peterborough, PE1 1YU

**Main Duties and Responsibilities**

* Work within a team of staff and volunteers to alleviate poverty within the Peterborough area
* Consult with colleagues to create volunteer job roles/descriptions and ensure that volunteer input is shared both internally and externally, effectively celebrating stories of success
* Match volunteers accordingly with Light Project Peterborough activities providing verbal and written information to support in their decision making on suitability
* Stay in regular contact with volunteers via telephone, video conferencing and/or email to identify any concerns or support needs
* Provide induction and training of volunteers
* Organise rotas and ensure that volunteers and other staff are supported in the effective delivery of the charity’s projects
* Ensure accurate and timely reporting of outputs and outcomes in service delivery are recorded, evaluated, and delivered as directed
* Work effectively with partners to ensure the most effective support for those in need
* Develop relationships to increase the charities fundraising income
* Maintain, promote and follow health and safety in line with Light Project Peterborough policy and keep records as required
* Keep all financial and administrations up to date and in line with policy
* In addition to the duties set out in this job description the post holder may at times be required to undertake additional or other duties to meet the needs of Light Project Peterborough

**Person Specification**

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| --- | --- |
| Experience and knowledge of | Essential/  Desirable |
| Working with volunteers and volunteer projects | E |
| Working within the voluntary/faith sector | D |
| Projects that deliver in partnership with churches and other organisations | D |
| Working with marginalised and vulnerable adults, and the issues they face | D |
| Including service users in shaping services | D |
| GDPR | E |
| Safeguarding | E |
| Qualifications |  |
| Community development, Human resource management | D |
| Skills |  |
| Self-motivated, able to work alone as well as in a team | E |
| The capacity to inspire and motivate others | E |
| Ability to empathise with volunteers and understand their needs | E |
| Ability to work to a high standard with an attention to detail | E |
| Excellent IT, verbal and written communication skills with service users, colleagues, and other organisations | E |
| Good time management skills, including the ability to prioritise and plan work to meet deadlines | E |
| Be able to demonstrate initiative and creativity in finding solutions to complex issues | E |
| General |  |
| Hold a clean driving licence with insurance for business use | D |
| Ability to work flexible hours including evenings and weekends | D |
| Maintain and observe conditions of health and safety | E |
| Willingness to develop within the job and undergo relevant training | E |
| Respect and sympathy for people struggling with chaotic lifestyles and/or life-controlling addictions | E |
| Be committed to Equality and Diversity | E |
| Be positive, patient and adaptable under pressures | E |
| Recognition and respect of the Christian ethos of the charity | E |