**Job Description**

**Job Title: Volunteer Co-ordinator – Community Champions**

**Hours**: 35 hours per week across five days - **Fixed Term 10 months**

 *This is a pilot project and therefore has potential to be extended*

 *after the initial period.*

**Salary**: £30k pa inc. OLW & 6% Pension

**Responsible to:** Volunteer Centre Manager

**Background**

At Bexley Voluntary Service Council (BVSC), you will find a team who are absolutely committed to supporting a strong, sustainable, and influential voluntary and community sector that can make a positive impact on people’s lives in Bexley.

We work hard, we help each other and go out of way to help others and find solutions rather than focusing on problems. We are positive and proactive and, although absolutely focused on our areas of expertise, we work as a team so that BVSC is the best it can be. **Above all, everything we do is to strengthen our local Voluntary and Community Sector.**

We are looking for a Project Manager to take on the day-to-day running of the Bexley Community Champions scheme. Community Champions are volunteers who began by spreading awareness of the vaccine programme and local support for residents. Today, the programme has grown to include the improvement of health and well-being of local people, their immediate environment, and bringing communities closer together. Community Champions support all sorts of activities, from tackling mental health issues and obesity, to dealing with litter and having a say on health and care issues.

This is an opportunity to be at the centre of an exciting, innovative partnership project, working closely with the NHS and local Public Health teams, taking the scheme into a new phase of development. You will build on the success of the Community Champions project so far and adapt and develop the project as it continues to evolve. You will work with local residents to tackle inequalities, address local issues of concern, and improve health and wellbeing across Bexley. If you are an individual passionate about community development, we would love to hear from you.

**Key Duties:**

* To be the first point of contact for the existing network of Community Champions in the borough, and to recruit, onboard and manage new Community Champions.

* To be the relationship manager between the Community Champions and health and wellbeing partners, ensuring a two-way flow of information and providing opportunities for the Champions voice to be heard in the appropriate forums.
* To organise regular online and face to face meetings for Community Champions.
* To manage the Community Champions online forums including Facebook and WhatsApp groups.
* To organise regular training and information sessions for Community Champions based on needs.
* To collect data and write reports on the progress and future of the project for presentation to partnership committees and health and wellbeing boards.
* To represent Bexley Community Champions at London-wide and national forums and conferences.
* To assist in the development of stronger relationships with partners within the Voluntary and Community Sector, as well as Bexley Wellbeing Partnership stakeholders.
* Attend staff meetings, supervision, and training as required.
* Identify, report, and monitor any safeguarding concerns in accordance with the latest local procedures relating to the appropriate service.
* To support and work closely with the Young Person’s Community Champions engagement and be an active contributing member of the steering group.
* Overseeing the Champions small grants fund, including helping to promote the fund and managing Champions to be part of a funding panel.
* To create and design compelling promotional communications for the Community Champions project for newsletters, events, presentations, and social media.
* To support Volunteer Centre Bexley with profile raising events such as Volunteer Fairs and the Bexley Volunteer Awards.
* To manage the grants distribution for Community Champions and Community Groups in Bexley.
* To comply with, and share responsibility for ensuring the implementation of, BVSC policies and procedures and key legislation such as GDPR and Safeguarding.
* Undertake any other duties that may reasonably be assigned from time to time including travel throughout the borough to attend events, occasionally on evenings/weekends, assist with phone enquiries and meet with volunteers and organisations.

These are the normal duties which are required of the position; however, we do require that all staff be flexible and may be required to perform other duties to ensure the efficient running of services.

Please note that the base for this role is split between the Engine House, Bexley, and Bexley Civic Offices. In addition, the post will involve occasional working from various venues across the borough.

**Person Specification**

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| **Essential**  |
| Experience of managing small projects and people |
| Experience of working in a person-centred way in charity, health or care services  |
| Committed to improving lives and communities |
| Excellent interpersonal skills with experience of working with people from diverse backgrounds. Ability to build rapport with a wide range of young people demonstrating empathy and understanding |
| Experience of working within a framework of confidentiality and with access to sensitive personal data |
| Excellent IT skills including previous use of Microsoft Office and CRM database systems |
| Experience of demonstrating impact and user outcomes  |
| A creative problem solver and able to prioritise a varied workload, managing conflicting priorities to meet deadlines |
| Ability to develop and maintain relationships with professionals and voluntary sector providers across the borough |
| Enthusiasm, flexibility and a positive ‘can do’ attitude |
| Experience of managing small budgets for events or project work  |
| **Desirable**  |
| Experience of providing volunteer management and support  |
| Existing knowledge of local voluntary services and resources |
| An understanding of health inequalities at a local, London-wide and national level. |
| An understanding of Health and Social Care Services |
| Must have access to own transport (car, motorbike, bicycle) and able to travel efficiently across the borough |
| An understanding of volunteering policies and procedures |
| organisational values, who have the right experience and skills for the role. |

**This position will be subject to satisfactory references and DBS check.**

**Please submit your CV, cover letter, screening questions and monitoring form by 9am on Tuesday 12th March to** **info@bvsc.co.uk****.**

**You will be advised if you are shortlisted and informed of the interview date which will take place week commencing 18th March. If you have not heard from us by Friday 15th March, please assume your application was not successful, we are unable to provide feedback on applications which are not shortlisted.**

**If you have any questions or would like an informal chat, please contact Joss Duncan on 01322 524 682 or** **joss@bvsc.co.uk**