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| Job title: | Volunteer Co-ordinator |
| Hours: | Full time – 37.5 hrs per week |
| Salary: | £22,000 |
| Location: | West Lothian |

Logo, company name

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**Role Priorities**

* Support the suicide prevention development manager with the charities current and new volunteers
* Assist in recruitment, induction, and retention of volunteers through a tailored support plan.
* Mentoring, peer support, training and developing volunteers, which will support them in achieving their goals and aspirations.
* Record, track and monitor the impact on volunteers and service users that they provide emotional and practical support to.
* Ensure charities aims and objectives are being met
* Identify strengths and compatibility of volunteer and supported person
* Work closely with the suicide prevention development manager to ensure the development of current and new services in relation to volunteers and service users
* Seek opportunities to further develop and promote the charities volunteer programme, ensuring we attract volunteers from a wide and diverse range of backgrounds and needs.
* Ensure the organisation is presented in an appropriate and professional manner to its stakeholders.
* Work to uphold the reputation of the charity at all times
* Provide any other ad hoc duties, as required, to meet the charities aims and objectives

**Essential Criteria**

* Experience and/or knowledge of suicide and prevention techniques
* Experience leading teams, volunteers, or projects within a third or community sector setting
* Flexible approach to a diverse range of tasks with ability to prioritise workload
* Excellent organisational skills
* Have extensive skills in using Microsoft Word, Excel and Google Docs
* Experience in supporting and supervising volunteers
* Willing to undergo Adult & Child Safeguarding, Equality & Diversity and Data Protection and any other training that may be required from time to time
* Willing to undergo completion of ASIST, or other suicide intervention & prevention training
* Willing to undergo training when necessary or appropriate
* Ability to provide written and verbal updates

**Desirable**

* Mentoring qualification or similar, or experience of managing staff and/or volunteers
* Experience of managing staff and/or volunteers who have a diverse range of needs.
* Experience of developing and leading a befriending project
* Driving Licence