

JOB DESCRIPTION

Development Co-ordinator

(New full-time post)

18 months initially (with possible extension subject to funding and business needs)

Responsible to: Chief Executive

Responsible for: The support, supervision and development of volunteers and maybe required to line manage some staff. The post holder may be asked to deputise for the CEO in his or her absence.

PURPOSE OF THE POST

To work closely with the Chief Executive to build a strong and effective volunteer base to deliver key elements of our future strategy and business plan. The post holder will be responsible for all aspects of volunteer recruitment, induction and retention and will develop new initiatives and services to increase our overall capacity to meet the needs of a diverse range of service users.

MAIN DUTIES AND RESPONSIBILITIES

- Working closely with support staff and lead volunteers to identify unmet service user needs and to develop services to meet them – this may include group work and self-help groups as well as new activities to support individuals in their recovery or to reach their full potential.
- To identify and deliver projects that involve the wider community working in partnership with our service users that are of benefit to both the wider community and our service users.
- To write role descriptions and to recruit, support and develop the volunteer roles to deliver the new services and projects as agreed with the Chief Executive.
- To develop best practice and policies in volunteering.
- To develop effective and simple mechanisms for obtaining service user feedback and to propose changes as needed to services as a result of that feedback.
- To oversee the work and provide guidance to a small team of volunteer community fundraisers and volunteer receptionists.
- To ensure that appropriate safeguards are in place for work with vulnerable adults and that all health and safety and data protection requirements are fully met.
- To build positive partnerships with external agencies that will increase access to mainstream services and activities and for delivering services in new and innovative ways.

- To oversee volunteer expenses, including expenses associated with service user activities.
- To keep accurate records and statistics as required by the funder and the Charity to monitor the success of the project.
- To participate in individual supervision, training and appraisal, as agreed with the Chief Executive.
- To contribute to the development of the organisation as a whole, this may include contributing to funding bids, policy development, management of new services and training others to support and supervise volunteers according to best practice.
- To manage a small budget.
- To carry out appropriate administrative tasks (e.g. word-processing, filing) in support of her/his own work.
- To carry out all the above in accordance with the aims and values of Sevenoaks Area Mind in particular confidentiality, impartiality and equal opportunities policies.

The above duties will be prioritised by the Chief Executive in consultation with the post-holder and the Team.

CANDIDATE SPECIFICATION

All experience may be paid or voluntary, full or part-time, in the UK or overseas. Sevenoaks Area Mind values different and creative ways of managing and supporting people.

Candidates will be short-listed on the following specifications, and should write about each of them in the application form.

Experience, Skills, Understanding and Knowledge

- Insight into the needs, experiences and hopes of people with mental health needs and problems.
- Six months' experience of working with people in sensitive and emotionally demanding situations.
- High level of ability to recruit, support and retain an effective volunteer workforce.
- Excellent people management skills and twelve months management or supervisory experience (can be of staff or volunteers).
- Excellent organisational and project management skills.
- A highly effective communicator both verbally and in writing.
- Ability to work in partnership with others and develop positive external relationships.
- Understanding and commitment to equal opportunities.
- Flexible and innovative approach to piloting new working methods.
- Ability to plan and manage own workload.
- Open and reflective attitude to your own work and experience.
- Ability to be administratively self-sufficient, including word, email and internet.
- Experience or ability to develop client feedback systems and to contribute to funding applications would be an advantage.
- Experience of a community development approach would also be an advantage.

TERMS AND CONDITIONS

Hours of work: 37 per week

Salary: £19,621 to £21,519 (NJC scale 5 point 22 to 25)

Contract term: Permanent

Holidays

23 days per year (calculated pro-rata) increasing by 1 day for each year of service to a maximum of 30. Bank holidays are also calculated on a pro-rata basis, these are discretionary and do not form part of your contract of employment.

Pension

There is an opportunity to participate in a pension scheme. We match the employees' contribution up to 5% of salary.

Probationary period

There is usually 3 months but may be extended to a period of no more than 12 months.

Closing date: Friday 2 March 2012

Interviews: Wednesday 14 March 2012