

## **Job Description**

**Post:** Inclusive Volunteering Development Worker

**Hours:** 17.5 hours per week

<b>Salary Scale: Band 6 NJC spinal point 9 £27,254 (actual £13,627) Fixed term -12 months (maternity cover)</b>
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**Benefits** 5% Pension Contribution  
12.5 days annual Holiday  
(+12 ½ days statutory additional pro rata)

**Reporting to:** CEO /Delivery Manager & Steering Group

**Responsible for:** Volunteers

**Special Conditions:** Occasional Weekend or Evening work

### **KEY AREAS OF RESPONSIBILITY:**

To assist the Delivery Manager in effective implementation of Volunteering Bradford's Inclusive Volunteering Project.

### **DUTIES AND RESPONSIBILITIES**

#### **OUTREACH & DEVELOPMENT**

- To provide a bespoke, client centred support service
- To interview and assess clients with identified support needs.
- To recruit new organisations from Bradford & District to provide volunteer placements for our clients
- To advocate on behalf of clients
- To offer information to groups and organisations, visiting them, giving presentations and arranging information sessions.
- To contact individuals and groups with vacancy information
- To recruit new individuals and provide information on volunteer placements.
- To liaise with volunteer-involving organisations and arrange suitable placements

- Dealing with volunteer telephone enquiries and interviewing potential volunteers
- To assist in the production and circulation of publicity materials regarding volunteering relevant to the inclusive volunteering service.
- To support the delivery of our daytime activities service.
- To advise the Delivery Manager on the needs of volunteer-involving organisations in relation to inclusive volunteering
- To promote diversity and inclusivity

## **ADMINISTRATION**

To undertake administration to support outreach work – including word processing, record keeping and maintaining relevant mailing lists and information displays.

To deal with data input relevant to the inclusive volunteering service.

To produce print outs, reports and statistics relevant to the service as required.

To maintain and update our social media platforms

## **General Requirements**

Regularly read relevant journals and participate in training and information briefings to maintain an up to date knowledge of volunteering.

Attend monthly supervision sessions and staff meetings.

Carry out occasional other duties as agreed within supervision to develop the aims of the Project.

To undertake any other duties as prescribed by the line manager.

Undertake such personal training as may be required to keep up to date and

Fulfil the professional requirements identified for this job description.

Ensure support to groups/individuals that experience disadvantage and/or discrimination.

To have a collaborative and flexible approach to work undertaken by Volunteering Bradford in relation to the service.

## **Equal Opportunities**

Volunteering Bradford is committed to equal opportunities, anti discrimination and anti oppressive policy or practice. No one we have contact with may be discriminated against either directly or

indirectly on the grounds of gender, race, nationality, ethnicity, religion, marital status, sexual orientation, age or impairment. This policy applies to job applicants, employees, volunteers and service users.

### **Notes**

All jobs are subject to change from time to time and this job description will be reviewed regularly.

The job description is a guide to the work that you will be required to undertake and represents a range of responsibilities in line with the grade for the post.

This post is subject to a 3 month probationary period.