

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Training Coordinator/Volunteer Support</b>
<b>Salary:</b>	£19,045 (equivalent to £28,187 pro rata)
<b>Hours:</b>	25 hours per week (may include some evening and weekend work)
<b>Contract</b>	To 31 <sup>st</sup> March 2021 (Possible extension subject to additional funding)
<b>Accountable to:</b>	Colin Neighbourhood Partnership
<b>Line Manager:</b>	Neighbourhood Renewal Manager
<b>Location:</b>	Cloona House, 31 Colin Road, Belfast

## **JOB PURPOSE**

- To actively promote, develop and deliver the Colin Capacity Building training programme by providing high quality information, training and developmental support.
- To increase and support volunteering activity within the Colin area
- To increase opportunities within the Colin area for learning, skills development and employability.
- To deliver a planned programme of training
- To support the Colin Early Intervention Champions project

The post holder will work in partnership with:

- Other Colin Neighbourhood Partnership staff
- Local community, voluntary and statutory agencies
- Education and training providers
- Volunteering agencies

## **Main Duties**

- Identifying and working with organisations that can offer relevant training specific to the needs of local people.
- Identifying and securing free training offered by various statutory, voluntary and community organisations.
- Monitoring and evaluating project outcomes, record keeping and report writing.
- Ensuring effective recruitment for each training programme by producing and disseminating information in liaison with the CNP marketing officer
- Confirming participants for each training course through use of a booking system; determine suitable dates, facilitators and venues; and organise hospitality and transport requirements where applicable
- Facilitating an effective training session ensuring hospitality and housekeeping requirements are met, and registration and evaluation forms are completed
- Publicising the event (where applicable), ensuring CNP marketing guidelines are adhered to
- Ensuring risk assessments are completed for each training event

## **Other Duties**

To work with Colin Neighbourhood Partnership (CNP) teams and local voluntary and community groups to identify training opportunities so as to increase capacity building within the Colin area.

- Provide community development support to new and existing projects, to build capacity and increase social impact through the identification of new, and utilisation of existing resources, opportunities and networks with relevant agencies and organisations
- To support the Volunteer Development worker to increase and support volunteering activity within the Colin area

- To support the Volunteer Development worker to increase opportunities within the Colin area for learning, skills development and employability through volunteering
- Carry out the administrative duties attached to the post, including the administration of reports and budgets associated with the project.
- Attend staff meetings and training as required.

To provide capacity building support to the Colin Early Intervention Champions project

- Provide one to one and group support to the current Champions programmes, ensuring a partnership approach to delivery of services is integral to programme delivery.
- Working with all elements of the project to identify and track the learning outcomes of project participants
- Monitoring and evaluating the project in accordance with CNP and relevant funding guidelines, and preparing written and oral reports and presentations as necessary relating to the project.

*The duties and responsibilities outlined in this job description are not meant to be definitive nor restrictive and may be modified to meet changing needs. It should be noted therefore that duties, designation and location of the post may be subject to change in future to meet the changing requirements of the service.*

**Volunteer Development Worker**  
**Personnel Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Education and Qualifications</b>	Third level qualification in a relevant field, e.g. Community Development, Training and Development, Education, Leadership and Management, HR	
<b>Experience</b>	<p>At least 3 years' experience of managing and supporting capacity building programmes.</p> <p>Experience of managing and supporting volunteers to include:</p> <ul style="list-style-type: none"> <li>• Identifying volunteer training needs through effective analysis and developing volunteer training programmes</li> <li>Identifying new volunteering opportunities</li> </ul> <p>Experience of delivering training and tracking outcomes</p> <p>Experience of working with statutory, voluntary and community groups</p> <p>Experience of monitoring and evaluating project outcomes, record keeping and report writing</p>	<p>Experience of partnership working</p> <p>Experience of mentoring individuals in personal and educational development</p>
<b>Knowledge and understanding</b>	<p>Knowledge of best practice in working with volunteers</p> <p>Knowledge of Safeguarding issues</p>	<p>Knowledge in a work capacity of a community experiencing high levels of social and</p>

	Understanding of equal opportunities and commitment to inclusion and anti-discriminatory practice, and ability to implement these within a volunteering environment	economic disadvantage.
<b>Abilities and skills</b>	<p>Ability to work effectively as part of a team and on own initiative</p> <p>Ability to communicate effectively both orally and in writing with a wide range of people</p> <p>Ability to build and maintain effective working relationships with volunteers, community groups, colleagues and other agencies</p> <p>IT skills to include proficient use of MS Office, internet explorer and email.</p>	
<b>Other</b>	<p>Committed to the ethos and principles of community development</p> <p>Willingness to work flexibly, including evenings and weekends</p> <p>Full current driving licence and access to a car / *or access to a form of transport to enable the duties of the post to be carried out in full.</p> <p>*This relates to candidates who have a disability which debars them from driving.</p>	

**Note:** The successful candidate will be offered the post subject to satisfactory checks under Access NI.