

Bassetlaw

ACTION

Centre



Job pack Volunteer Recruiter

BASSETLAW ACTION CENTRE

“Making a difference throughout Bassetlaw”

**Bassetlaw Action Centre
Canal Street
Retford
DN22 6EZ**

Telephone: 01777 709650

Email: enquiries@actioncentre.org.uk

Website: www.bassetlawactioncentre.org.uk



The Role

Bassetlaw Action Centre (BAC) stands as a well-established organisation with over 25 years of expertise in providing a broad spectrum of community-focused services. Our commitment revolves around promoting the well-being and autonomy of individuals within the community, encompassing initiatives like community transport, befriending, and health-oriented programs such as the Staying Well Programme. A new chapter unfolds with our latest initiative, the Supported Hospital Discharge Service, undertaken in collaboration with Rushcliffe CVS (RCVS) and set to launch soon.

The roles of Volunteer Recruiters play a pivotal part within our organisation, holding the responsibility of identifying, engaging, and retaining a dedicated team of volunteers. These roles are instrumental in ensuring that our services benefit from a diverse and devoted pool of volunteers, capable of delivering high quality support to individuals throughout Nottinghamshire.

Volunteer Recruiters must have the ability to travel across Nottinghamshire (and occasionally to other areas if necessary), driving licence and use of own vehicle is required for this role – work related travel expenses are reimbursed at 45p per mile.

NOTE:

We are recruiting to 2 roles in North Nottinghamshire of 15 hours each. We would consider 1 x 30 hour post.



Job Details

Job title

Volunteer Recruiter

Location

North or South Nottinghamshire

Hours

15 per week (2 posts in North Notts)

Salary

£11.50 per hour

Contract type

1 year with possible extension

Start date

As soon as possible

DBS

Enhanced (we will arrange and fund)

Closing date

**12/02/2024 - 10am (North Notts)
26/02/2024 - 10am (South Notts)**

Interview date(s)

**Bassetlaw Action Centre - 19/02/2024
(North Notts)**

**Rushcliffe CVS - 07/03/2024
(South Notts)**



Annual entitlement of 28 days of paid leave (inclusive of Bank Holidays)



Flexible working



Hybrid working where possible



In depth and ongoing training to thrive and develop in role



Annual leave purchase scheme



Paid mileage



Access to Charity Workers Discounts



Company pension contributions



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About Us

Bassetlaw Action Centre is a community resource agency offering help and support to individuals and organisations throughout Bassetlaw; promoting the independence of older and vulnerable people and supporting individuals with long term conditions.

The Volunteer Recruiter role holds a significant position within both our Preventative Service and Health & Wellbeing Teams. In this capacity, volunteers serve as integral contributors to the effective operation of several of our community-based services. Their involvement is pivotal in ensuring the successful implementation and sustainability of services aimed at promoting preventive measures and enhancing overall health and well-being within our community.

Volunteers are typically members of the local community who are passionate about making a positive impact. Their involvement helps to bridge the gap between the organisation and the community, fostering a sense of belonging and shared responsibility.





Job Description

Recruitment Strategy:

- Develop and execute comprehensive recruitment strategies to attract volunteers for various roles within the community, including community transport, befriending, staying well, supported hospital discharge and other community services.
- Identify and leverage diverse channels for volunteer outreach, such as local communities, groups, educational institutions, and online platforms.

Promotion and Outreach:

- Utilise various communication channels, including social media, local events, and community partnerships, to promote volunteer opportunities and raise awareness about local services.
- Collaborate with local organisations, schools, and businesses to expand outreach efforts.

Orientation and Onboarding:

- Coordinate the orientation and onboarding process for new

volunteers, ensuring they receive relevant information about the mission, values, and the specific requirements of their chosen roles.

- **Work closely with program managers to facilitate tailored training for volunteers based on their selected roles.**

Relationship Building:

- **Build and maintain positive relationships with existing volunteers, fostering a sense of community and support within the volunteer base.**
- **Regularly engage with volunteers to address concerns, provide updates, and ensure a positive and fulfilling volunteer experience.**

Database Management:

- **Maintain a well-organised database of volunteers, including their skills, preferences, and availability.**
- **Collaborate with programme managers to ensure efficient deployment of volunteers across different local initiatives.**

Feedback and Recognition:

- **Establish mechanisms for collecting feedback from volunteers to continuously improve the volunteer experience and address any challenges.**
- **Implement recognition and appreciation initiatives to celebrate and acknowledge the valuable contributions of volunteers.**

Person Specification

Essential criteria:

Experience:

- Proven experience in volunteer recruitment and management, preferably within a community or charitable organisation.
- Demonstrable success in developing and implementing effective recruitment strategies to attract and retain diverse volunteers.

Communication Skills:

- Excellent verbal and written communication skills.
- Ability to articulate the mission, values, and opportunities for potential volunteers through various communication channels.

Interpersonal Skills:

- Strong interpersonal skills with the ability to build positive relationships with volunteers, staff, and external partners.
- A personable and approachable demeanour, fostering a sense of community and collaboration among volunteers.

Organisational Skills:

- Highly organised with the ability to manage multiple tasks and priorities simultaneously.
- Experience in coordinating orientation and onboarding processes for volunteers.

Networking and Outreach:

- Proven ability to utilise diverse channels for volunteer outreach, including social media, community events, and partnerships with local organisations.
- Experience in collaborating with schools, businesses, and community groups to expand volunteer recruitment efforts.

Adaptability:

- Ability to adapt to changing circumstances and requirements in a dynamic community organisation.
- Flexibility to work both independently and collaboratively within a team environment.

Database Management:

- Proficient in maintaining organised and up-to-date databases of volunteer information.
- Experience in using database systems for efficient volunteer

deployment and tracking.

Desirable Criteria:

- **Knowledge of Community Services:**
- **Understanding of community services and a passion for supporting local initiatives.**
- **Familiarity with the range of services available locally.**

Training and Development:

- **Experience in coordinating training programs for volunteers, ensuring they are well-prepared for their roles.**
- **Knowledge of training topics relevant to volunteer roles, such as induction processes, safeguarding, and diversity awareness.**

Collaboration:

- **Ability to collaborate effectively with program managers, staff, and other stakeholders to ensure a cohesive volunteer recruitment and management process.**
- **Previous experience working collaboratively with diverse community groups and organisations.**

Personal Attributes:

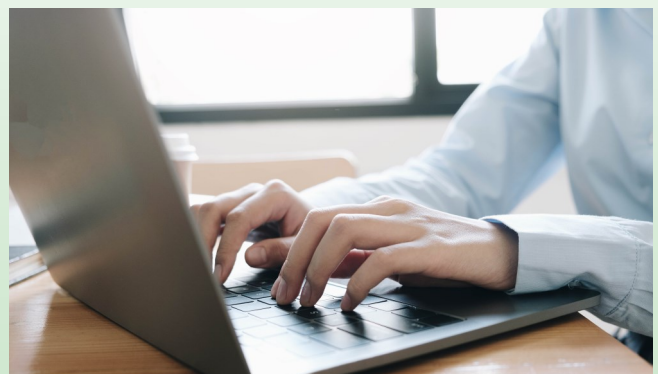
- **Passion for Community Engagement:**
- **Genuine passion for community engagement and making a positive impact on the lives of individuals in the local community.**

Resilience:

- **Resilient and able to handle challenges and setbacks positively, maintaining a focus on the long-term goals of volunteer recruitment and community support.**

Ethical Conduct:

- **Demonstrates high ethical standards and a commitment to upholding the values of Bassetlaw Action Centre.**



Bassetlaw

A photograph of a person's arm and hand holding a dark grey, rectangular sign with a white chalk-like message. The sign says "Welcome!". The background is a blurred outdoor setting with a wooden fence and some greenery.

Welcome!

We look forward to
hearing from you!

Please send your completed application form and covering letter to:

**Bassetlaw Action Centre, Canal Street, Retford,
DN22 6EZ or Email: enquiries@actioncentre.org.uk**

If you have any questions about the role, you can contact Lynn Tupling our Chief Executive, by emailing: ltupling@actioncentre.org.uk