

**Inspiring Volunteer Development Worker**

This post is focused on inspiring volunteers. We want you to utilise your extensive knowledge of volunteering to inform and contribute to the development and implementation of volunteering in a range of churches and faith based organisations.

We have a limited number of volunteer opportunities within TNT itself, rather, the Inspiring Volunteer Development Worker will seek to inspire people to get involved in a number of our partner projects (starting with the Wayfinder programme) to help transform and modernise our volunteering across the faith sector, leading to development and innovation for all.

**Job Description**

We are looking for an experienced, motivated and organised individual to operate as part of the wider TNT team, giving mutual support as needed and promoting all areas of our work across Nottinghamshire.

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| **Volunteer and Client Recruitment** |
| * Starting with the Wayfinder programme, supporting churches to consider how best to support people who are homeless or at risk of being locally. As the work progresses we hope to offer support to churches' volunteer programmes more widely in areas such as health & wellbeing and fostering & adoption. |
| * Working with the Wayfinder Advocates to target interventions in partner and more informal community hubs to enable them to find clients and upskill local volunteers. * Involved in local networks of churches and community groups to recruit volunteers. |
| * Answering potential and existing volunteer enquiries. |
| * Being proactive in promoting this work to local service providers to find referrals. * To monitor progress and outcomes: in particular working with Wayfinder national programme to continually build on and improve our work and meeting our targets in volunteer and client recruitment. |
| **Volunteer and Client Applications** |
| * Supporting clients or referring organisations with the application process. |
| * Conducting volunteer interviews. * Lead on safeguarding of volunteers and a safeguarding pathway. * Improving policies and safeguarding processes as needed. * Processing volunteer references and DBS checks. |
| * Conduct client suitability assessment/interviews and update risk assessments as needed. |
| * Match and coordinate Volunteer Client introductions. |
| **Volunteer and Client Ongoing Support** |
| * Deliver volunteer inductions and ongoing support. |
| * Arrange volunteer training workshops for Places of Welcome, Grief cafes and Wayfinder (these will be co-delivered with partners, with support from the Equipping and Network Development Worker). * Respond to any safeguarding or other stakeholder concerns as appropriate. |
| * Where not delivered by the Wayfinder Advocate, Places of Welcome leads or similar roles, to provide 1:1 supervision to check in with volunteers on a regular basis. * Carrying out regular check in reviews with clients (and referral organisations if needed). * Support mentoring relationships, being on call if required (we are on call once a month for external out of hours provider for emergencies). |
| * Supporting volunteers with volunteer admin, such as expense claims and submitting reports. |
| * Organising regular volunteer events. |
| * Sensitively managing client or volunteer disengagement. * Maintain a calendar of Volunteer-Client meetings. |
| **Development of Volunteering** |
| * Representing TNT in various meetings both internally and externally.  |  | | --- | | * Prepare reports and updates as needed. |  * Working with the TNT team to explore how we can continue to inspire the church to get involved in volunteering. * Working with diocese and other church partners to share how volunteering is part of our Christian discipleship. * Support in the design and delivery of additional volunteer programmes. |
| * Maintaining an awareness of what is going on in other aspects of TNT and our partners. |
| * Attend and participate in team meetings and training. |

**Person Specification**

**Essential requirements:**

* Passionate about volunteering and giving our volunteers and clients the best possible experience.
* Appreciation and understanding of the role that churches and Christian communities can play in alleviating poverty and in particular, homelessness.
* Experience of communicating and networking with people from a wide range of backgrounds.
* Ability to build relationships with clients and volunteers and undertake matching in a sensitive manner.
* Good communication skills, both verbal and written.
* Work or voluntary experience in a faith organisation or church.
* Confident and sensitive in understanding confidentiality, safeguarding, health and safety and equality and diversity, and experience of carrying out risk assessments
* Knowledge of and experience in delivering safeguarding policy and procedures.
* Ability to work well as part of a team and independently
* A self-starter, able to work flexibly and with attention to detail
* Willingness to work outside of contracted hours both with advanced notice and in the case of emergencies (‘On call’ payments have been included in the salary package).
* Competent use of IT, including Microsoft packages, databases, Zoom, Teams and social media.
* To be able to embrace change as this project develops over time.
* Up to date driving licence and use of a car.

**Desirable:**

* Good understanding of the charity/ support sector in Nottinghamshire.
* Project management experience.
* Experience in volunteer recruitment, support & retention.
* Aware of national and local policy in relation to homelessness and volunteering.
* Support the aims, ethos and beliefs of the Christian faith and the vision and strategy of TNT.