

Job Description

We welcome applicants from all backgrounds and communities, and particularly those who are currently under represented in our workforce.

Job Title: Green Generation Volunteer Coordinator

BCVS Values

We expect everyone who works for us to be committed to our values. Our vision, values and commitment to Sustainability, Inclusion, Diversity and Equity can be seen in our strategy [#WorkingTogether](#). Our culture reflects our values and goals and is summarised at the end of this document.

Introduction

BCVS is a highly respected Local Infrastructure Organisation (LIO), working in a large geographical district covering Bassetlaw, North Nottinghamshire and Bolsover, Derbyshire. The breadth of our strategic work is vast, spanning the NHS ICS areas of South Yorkshire, Nottingham and Nottinghamshire and Derby and Derbyshire, plus the Local Authority areas of Nottinghamshire and Derbyshire. BCVS actively represents the VCSE sector at over 70 meetings and forums.

BCVS is a forward thinking and proactive LIO that delivers a range of projects and core infrastructure support for the VCSE sector. A key strength is its collaborative and partnership-based approach that has brought clear outcomes for the VCSE sector and the communities it serves.

Purpose of the Job

BCVS has been awarded £290,136 funding through the National Lottery Community Fund to deliver the two-year Green Generation Project. Green Generation will place young people at the heart of developing a sustainable, inclusive and healthy VCSE sector for Bolsover.

The project aims to involve at least 200 young people between the ages of 16 and 25, in volunteering, improving their confidence, green skills and aspirations. It will also support Voluntary and Community groups to host volunteering opportunities and support 30 young people to act as 'Green Generation Champions' developing their confidence, connections and green leadership skills.

The Green Generation Project Volunteer Coordinator will recruit, train, support and coordinate young volunteers in line with Green Generation aims.

Through Green Generation, the post holder will increase the number of volunteers across the Bolsover district whilst collaborating with Bassetlaw colleagues to develop and use joint systems.

The successful candidate will be enthusiastic about the VCSE sector and have excellent communication and interpersonal skills. This is a demanding and challenging post, which will require commitment, flexibility, energy and experience of community based activities.

You will be an experienced volunteer coordinator and seek to grow, expand and enhance current volunteer activity with a particular focus on sustainability and the issues affecting young volunteers. You will be someone who is well organised and capable of operating independently and as part of wider teams in a positive can do manner.

Key Responsibilities

1. Support organisations to recruit, train and retain young volunteers. Work to stimulate interest in organisations to provide high quality Green Generation volunteering placements
2. Support volunteers in the application, assessment, induction and evaluation process of their volunteering journey
3. Ensure volunteering-related targets in The Green Generation project are met
4. Facilitate and chair a minimum of four Green Generation volunteer network meetings per year to ensure good practice development in the wider community and voluntary sector in Bolsover
5. Engage with other Voluntary and Community Sector (VCS) infrastructure organisations ensuring Green Generation develops in line with national good practice standards and initiatives
6. Maintain and deliver volunteer brokerage to the Standards of the Volunteer Centre Quality Accreditation (VCQA)
7. Maintain and develop effective data collection on volunteering activity and provide summary reports on progress and evaluation of activity. Fully utilise the BCVS CRM and project specific monitoring forms.
8. Support volunteers to establish the setup of new groups that meet needs identified through Green Generation
9. Contribute to relevant Green Generation content creation for the e-bulletins for Bolsover and Bassetlaw to share opportunities, good practice and celebrate success. These provide information which includes upcoming events, relevant sector information and funding and commissioning opportunities
10. Maintain and develop effective data collection on volunteering fully utilising the BCVS CRM and provide summary reports on progress and evaluation of activity to inform quality improvement plans

11. Visibly embed sustainability, inclusion, diversity and equity in all Green Generation work.
12. At least monthly review and updates on Green Generation vacancies, training and good practice to BCVS website and newsletters
13. Ensure the confidentiality of sensitive personal and organisation information, in line with Data Protection legislation and BCVS policies.
14. Demonstration of a flexible and positive attitude and behaviours to support BCVS and teams to achieve BCVS goals

The above job description is not an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as required of the post.

Person Specification and Key Competencies

	Essential	Desirable
Experience, Education, Training		
Level 4 qualification or equivalent or willingness to work towards one	X	
Professional knowledge, expertise and significant experience in the Voluntary and Community Sector.	X	
Knowledge of charity governance, regulations and VCSE related legislation including safeguarding	X	
Knowledge and experience of using data bases for analysis and reporting	X	
Experience and knowledge of quality assurance in relation to volunteering	X	
Experience and knowledge of addressing sustainability issues		X
Good volunteer coordination skills and experience	X	

	Essential	Desirable
Professional Competence/Skills		
A positive 'can do' attitude and a good team player	X	
Ability to work on own initiative, prioritise own work, meet deadlines.	X	
Excellent communication skills, written and verbal, including presentation skills.	X	
A clear focus on outcomes and experience of delivering results in Voluntary and Community Sector organisations.	X	
Excellent computer/IT skills including Social Media, excel, word, emails	X	

Ability to work in partnership with others in the statutory and voluntary sectors, to achieve successful outcomes	X	
A strong understanding of group set up, governance, structure and ongoing support.	X	
Ability to work to tight deadlines	X	
	Essential	Desirable
Personal Qualities		
Enthusiastic about community volunteering and the potential of volunteering to improve lives and communities	X	
A clear commitment to inclusion, equity and diversity in employment and service provision.	X	
A sustained interest in, and commitment to, promote any charitable objectives for the benefit of the community in Derbyshire and surrounding areas served.	X	
A commitment to the volunteering ethos of the organisation, demonstrated through personal volunteering.		X
A high level of personal awareness and commitment to own personal and professional development.	X	

Must hold a full driving licence and have access to a vehicle for employment purposes.

This job description/person specification is issued as a guideline to assist in clarity of expectations. Because of the evolving nature and changing demands of the work of BCVS, this job description may be subject to change and amendment.

July 2024

BCVS Values

Integrity, Inclusion and Collaboration, Innovation and Learning

BCVS Culture

BCVS culture is informed by BCVS values as included in the BCVS Strategy
#WorkingTogether:

BCVS culture is reflected in our:

- a. Can do attitude
- b. Flexible, responsive and adaptable way of working
- c. Openness to embrace change in response to the changing needs of the VCSE sector and wider stakeholders
- d. Growth of new talent through recruitment and support provided
- e. Support for staff to grow, develop and take on new roles and responsibilities
- f. Proactive commitment to SIDE (Sustainability, Inclusion, Diversity and Equality)
- g. Strong relationships with place-based partners
- h. Willingness to go above and beyond in line with our mission
- i. Hybrid and flexible working operating in the best interests of our service users, volunteers, stakeholders and staff
- j. Professional, boundaried and accountable language and communications
- k. Systematic declaration where conflicts of interest exist
- l. Commitment to act in the best interests of the wider VCSE sector and our members
- m. Participation and celebration of a range of festivities including significant birthdays, Pride, and diverse awareness days, weeks and months
- n. Commitment to listen and act in a data informed way
- o. Understanding of different scope and grades of role and responsibility
- p. Care for each other and the communities that we serve