



FDAMH
LIGHT IN A DARK PLACE

Volunteer Development Coordinator

£22, 595 per annum pro rata

21 hours per week—includes some evenings

Central Falkirk

Closing Date: Friday 15th February 2019, 12 noon

Interviews: Wednesday 20th February 2019

2 year Fixed Term Contract

Falkirk's Mental Health Association (FDAMH)

The Victoria Centre
173 Victoria Road
Falkirk
FK2 7AU

01324 671 600

fdamh.org.uk

[www.facebook.com\falkirksmentalhealth](https://www.facebook.com/falkirksmentalhealth)

Twitter: @FDAMH

Charity Number SC011889

Company Limited by Guarantee: SC151357



Falkirk's Mental Health Association (FDAMH) is a registered mental charity that provides services for people and families experiencing the impact of reduced mental wellbeing.

We aim to provide people with the necessary support to improve their mental health and move forward with their lives with a greater ability to self-manage, connect with their communities and find fulfilment. We do this through a variety of person-centred services delivered at our lovely purpose-built centre in the heart of Falkirk and in settings in the wider community.

With continuous increase in demand for our expertise, we have adopted innovative and responsive approaches to service development and have a forward-looking ethos. At present we have a team of 22 staff and around 90 volunteers.

Volunteers are vital to FDAMH's success and we are proud to hold the Investing in Volunteers standard which recognises our ongoing commitment to them.

To ensure that our volunteers remain with FDAMH it is important that they enjoy and benefit from their involvement and are well equipped for their roles. We offer a high quality volunteer programme, including a thorough selection process and five week induction training (10 hours delivered over 5 weeks). Volunteers are given ongoing support by the Coordinator and service staff: they are kept up-to-date with information bulletins and we arrange opportunities for additional training, self-development and socialising throughout the year.

Our existing Volunteer Coordinator is moving to another role within FDAMH. Therefore, we are looking to appoint a dynamic, outgoing person with first-rate people skills who can understand and meet the volunteer recruitment needs of our Service Managers. The candidate will offer support and development to existing volunteers and continue all aspects of volunteer recruitment and selection, from promoting opportunities in person and using social media, through interview and training.

Cultivating a strong team spirit, FDAMH promotes a culture which fosters ideas and empowers individuals therefore as a member of our team you will contribute to achieving our mission and vision in a flexible, creative, supportive and stimulating work environment.



Vision

We will be regarded as a centre of excellence at providing services, training and education in relation to mental wellbeing and contribute to the work of reducing the stigma and discrimination commonly associated with mental ill health.

Mission

To promote mental wellbeing by providing a range of services and creating an environment in which we:

Support individuals to recover from mental ill health by acknowledging that recovery is a unique voyage of self-discovery and personal growth;

Prevent deterioration in mental wellbeing; and

Provide support, education and training related to mental health to carers and across the local community.

Values

We believe in enabling people to identify and work towards their personal goals.

We treat one another with respect and value the contributions that come from individuals that we encounter.

We are committed to being honest and transparent in all relationships.

Structure

FDAMH is a charity managed by a Board of Trustees, all of whom are volunteers with the organisation. In addition, it is a membership organisation but people do not have to be members to use our services.

Job Description

Principle job purpose

To oversee all aspects of volunteer involvement at FDAMH, with hands on responsibility for promoting volunteering and volunteer recruitment, selection, induction, development and engagement.

Main tasks

- 1 Maintain and develop, as required, clear volunteer policies and procedures that are applied consistently across FDAMH.
- 2 Liaise with other community organisations and relevant stakeholders to promote and develop volunteer opportunities, including:
 - * Devising and delivering presentations, identifying and managing promotional opportunities
 - * Working with local volunteer centres
- 3 Develop, promote and deliver volunteering opportunities in line with FDAMH's aims, working in conjunction with Service Managers, including:
 - * Identifying roles for volunteers
 - * Managing social and other media platforms, printed materials and community campaigns
- 4 Facilitate and participate in delivering FDAMH's comprehensive initial volunteer training programme and identify and source any additional training requirements / opportunities for volunteers.
- 5 Support volunteers to engage with other activities within FDAMH.
- 6 Maintain FDAMH's register and personal records of volunteers e.g.
 - * Working within data protection requirements
 - * Administering PVG scheme applications
- 7 Prepare reports on volunteering as required by funders, General Manager and Board of Trustees.
- 8 Monitor, review and maintain FDAMH's volunteering policy in line with national guidelines and recognised good practice including:
 - * Maintaining and upgrading professional knowledge and practice through relevant training and current awareness
 - * Maintaining Investing in Volunteers accreditation
- 9 Be an active, participative member of the FDAMH staff team which includes:
 - * Working within the aims and objectives and key values of FDAMH.

Job Description (cont'd)

- * Working in accordance with FDAMH's policies and procedures at all times.
- * Working as part of the team and contribute to the development of the organisation.
- * Attending and contributing to supervision sessions.
- * Ensuring a safe environment for staff, volunteers and any other visitors to the Victoria Centre, including maintenance of security and safety of the premises.
- * Demonstrating a willingness to be flexible and an active team member and representative of the organisation.

Please note that whilst every effort has been made to outline the duties and responsibilities associated with the post, the above may not be an exhaustive list of

Person Specification

Required experience

- * Experience of recruiting, training and supporting volunteers
- * Experience of report writing, project planning and evaluation of outcomes
- * Experience of writing role descriptions for volunteers

Skills and personal qualities

- * Understanding of the motivations and needs of volunteers
- * Excellent organisational skills
- * Ability to use own initiative effectively and to work as part of a team
- * Excellent communication and inter-personal skills
- * Excellent IT skills to maintain database, produce high quality reports and training materials
- * Strong social media skills and the ability to design appealing promotional materials

Accountability

The post-holder will work with all members of FDAMH staff team and will be accountable to connected volunteers and partners. Line management will be provided by the current post-holder.

Demands of the post

The post-holder will require to be flexible in respect of availability as the role will involve some evening work to deliver the volunteer training programme and to promote volunteering at community events.

Environment

The post-holder will be based at FDAMH's modern building in central Falkirk. Some home-working may be permitted however home-workers must adhere to FDAMH's 'homeworking' policy. A full risk assessment of the 'at home' working area will be undertaken by appropriate member of staff team. In addition, the post-holder will be required to attend the weekly Staff Team Meeting and be available to attend other work related meetings held in FDAMH.

Post Details

Job Title:	Volunteer Development Coordinator
Salary:	£22,595 per annum pro rata (based on 35 hour week)
Annual Leave:	26 days Annual Leave and 8 days Public Holidays pro rata
Hours of Work:	21 hours per week (including some evenings)
Place of Work:	FDAMH's office in Central Falkirk with some home working
Contract Type:	2 year fixed term contract

Applying

Application forms are available on our website: <https://www.fdamh.org.uk/news/jobs-and-opportunities>. If you are unable to access this, please contact us using the details on the front of this pack.

Please also complete and return an Equal Opportunities Monitoring form—the information in this will be immediately separated from your application on receipt and will in no way be used to assess your suitability for interview.

Application forms may be returned by email to admin@fdamh.org.uk or to our postal address given on the front of this pack. If you are successful you will be requested to sign a printed copy of your form.

We will only consider the information submitted on an application form. You may not apply by submitting information in any other format. We will disregard information contained within attached CVs and cover letters.

The deadline for applications is Friday 15th February 2019 at 12 noon. Interviews are planned for Wednesday 20th February 2019—notification of interview will be by email or telephone.

For More Information About the Post or application process contact

Morag Fullard (Volunteer and Training Development Coordinator) | 01324 671600 | morag.fullard@fdamh.org.uk

Please note:

If you do not wish your referees to be contacted prior to interview specify this preference on the application form.

As a charity we endeavour to keep our costs as low as possible therefore, where possible, we use email to contact people.

Thank you for your interest in this post and in FDAMH