



Job Description

make the right move - join us



St. Helens Council

Post: Volunteer Co-ordinator

Post Number: CPH85

Department: Adult Social Care & Health

Grade: SCP 22-25

Responsible to: Public Health Service Manager

Responsible for : Volunteers

Purpose of the Post:

To work with autonomy to develop and interpret the commissioned requirements of volunteer service.

Develop positive working relationships with partners and develop pathways for volunteers seeking opportunities for volunteering in health related services.

To co-ordinate and develop the volunteer programme to support people to positive healthy lifestyle choices through a variety of Health Improvement Services and initiatives.

To develop a volunteer service that meets liv standards and quality within Health improvement services and co-ordinate the work programme of volunteers across all Health Improvement Providers.

The post holder will work closely with the wider Health Improvement team and utilise their experience and health expertise to optimise volunteering.

To develop and maintain partnerships with local organisations and services and ensure volunteer service engages with the local community, listens to the views and opinions of local people.

Duties and Responsibilities:

1. To provide first line screening and induction of all new volunteers in line with St Helens Council policies.
2. To work out in the community to support volunteers and make strong links with partners and agencies
3. To monitor volunteering budget and volunteer expenses.



Job Description

make the right move - join us



St. Helens Council

4. Resurrect and develop SHOOTS programme and work with local agencies to ensure it is embedded into local communities.
5. Develop and deliver Volunteering Service plan
6. Ensure volunteers are trained appropriately in preparation for deployment
7. Develop clear activity plan as part of the volunteer agreement.
8. To engage with the local community and key partners to increase the volunteer base within the service.
9. To carry out review meetings to assess progress and support volunteers already working on the programme, meeting regularly with service managers and partners to assess volunteer progress and work.
10. Work with partners to develop volunteer role descriptions that will support service delivery.
11. Provide regular performance reports and produce case studies as required by the service manager/commissioning requirements.
12. To oversee and monitor the number of hours volunteers and ensure volunteer recognition and reward system is embedded.
13. To support and oversee the volunteer element of the community SHOOTS programme and work with Helena volunteers and staff.
14. Work alongside other volunteer organisations to promote health opportunities and provide support.
15. Map and develop necessary volunteer skill set and develop/access relevant training to support the development of the volunteer programme.
16. Link staff/services to provide a seamless service enabling volunteers to access relevant opportunities. This includes the developing of operational partnerships with other service/team/staff/
17. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
18. To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
19. To comply with the Council's Data Protection Policy and Code of Practice within the service area of the post.



Job Description

make the right move - join us



St. Helens Council

This post is subject to Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

Date Prepared: