

Moseley and Kings Heath Placemakers Volunteer Coordinator

Are you passionate about the potential of volunteering and civic engagement?

Do you have a deep commitment to equalities and working with people from a range of backgrounds?

Are you actively involved in volunteering yourself and/or in supporting volunteers?

Do you have an excellent knowledge of the voluntary and community sector in Moseley and Kings Heath?



We are looking to recruit a lead for the Moseley and Kings Heath Placemaker project. This will be a part time role at 21 hours a week, on a fixed term basis for 12months.

Salary: Pro-rata salary of between £19,000 to £22,000 dependent on skills and experience.

About the initiative:

Moseley and Kings Heath Placemakers is a collaboration across a range of organisations in Moseley and Kings Heath, it has been set up to support the development and legacy of civic engagement and volunteering across the area.

M&KH Placemakers project will encourage new people into volunteering and support existing volunteers; will work with new and existing organisations in developing good practice to support volunteers; and will create a learning community and network of M&KH Placemakers.

This role is funded through Birmingham City Council Local Innovation Fund

About the role:

This role is critical to the success of the Moseley and Kings Heath Placemaker scheme. Whilst we have a vision for this initiative - how this is developed and delivered in practice will be largely shaped by the post holder, in conjunction with the M&KH steering group.

This role will have a level of autonomy to develop the scheme, using their insights and initiative to target activity, using tried and tested engagement and recruitment techniques, alongside space to innovate and try out new ideas.

The role will be line managed by the chief officer at Moseley Community Development Trust but will be required to report into the M&KH Placemaker steering group – supporting its establishment and development.

This is a 12month post and whilst we may seek to source additional funding to extend the post a key element of this role will be to ensure a level of sustainability and legacy of the scheme beyond the period of this post, embedding new ways of engaging and supporting volunteers in Moseley and Kings Heath.

Key responsibilities:

Working with a range of people from all backgrounds and ages you will be responsible for:

- Recruiting new volunteers from a diverse range of backgrounds and experiences
- Supporting organisations who use volunteers to ensure not only policies but their day to day practice, supports the development and retention of volunteers
- Creating a community of Moseley and Kings Heath Placemakers, providing opportunities for volunteers and those organisations who use volunteers to network, learn and share – creating a community of practice and support
- Working with local stakeholders including local businesses, job centre, charities, the police, city council and NHS explore how M&KH Placemakers may support new and existing activity and initiatives.

Experience, Skills, Knowledge and Behaviours:

Essential:

- Experience in managing projects to deliver on budget
- Experience of working with volunteers from a diverse range of backgrounds
- Experience of building relationships with external organisations and associations to create and promote volunteering programmes
- Knowledge of the needs and experiences of volunteers from a diverse range of backgrounds
- Good time management with ability to manage workloads, set priorities and meet deadlines
- IT literacy, in particular of using Microsoft applications (Outlook, Word, Excel and PowerPoint)
- Ability to use own initiative, working independently
- Excellent interpersonal skills and the ability to create good working partnerships with multiple stakeholders so that mutual benefit is achieved
- An empathy with volunteers and an understanding of their needs
Flexible and non-judgmental approach to people and work
- Enthusiastic and self-motivated with excellent team-working skills
- A commitment to equal opportunities

Desirable:

- Experience of developing and implementing successful volunteer recruitment and retention campaigns
- Experience of delivering effective marketing and communications campaigns
- Experience of working with volunteers / adults with additional support needs

How to apply:

To apply please send a copy of your CV and short expression of interest (maximum 750 words) to centremanager@moseleyexchange.com outlining:

- Why you are interested in this role
- How you meet the behaviours, skills and experience outlined in the person specification

The closing date for applications is **5pm Wednesday 27th June**.

If you wish to speak to someone about the role please contact Lorna Brewster at Moseley CDT on lorna@moseleyexchange.com or on 0121 449 8585 to arrange a time to speak