

Job Description
Project Officer
Based in Milton Keynes
Job ref: V160

Volunteering Matters

Volunteering Matters has been leading UK volunteering in policy and practice for 55 years. We develop and deliver effective volunteer-led solutions to some of the most significant challenges facing individuals and their communities today. We know, through years of successful work, that investing in people through the power of volunteering makes a tangible difference; improving health and wellbeing, building stronger more cohesive communities and achieving lasting results.

Our vision is of a society where everyone can participate in their local community through volunteering and social action.

Our mission is to invest in people through volunteering to reduce inequalities and isolation, improve health and well-being and so build a stronger more inclusive society.

Volunteering Matters Milton Keynes

Volunteering Matters is the new provider for the Community Driving Scheme in Milton Keynes. Driving schemes are a lifeline to some older and more vulnerable people who find it hard to get out of the house. Volunteer drivers support people to medical appointments, including hospital, local surgeries, dentists and opticians. Volunteer drivers are recruited, trained and supported by Volunteering Matters.

The post holder will be accountable to Regional Manager London

Purpose of the role

To be responsible for recruiting, training and supporting our volunteers across Milton Keynes. Working closely with our partners, funders and beneficiaries

Key Duties:

1. Recruit, interview, induct, train and support volunteers.
2. Work closely with partners/referral agencies and funders to ensure a steady flow of beneficiaries into the projects.
3. Manage the matching process of volunteers and beneficiaries
4. Ensure monitoring and evaluation data is collected
5. Provide administrative support for the project where required, this will involve processing volunteers expenses and maintaining databases.
6. Maintain effective relationships with stakeholders and project partners on a day-to-day level.
7. Prepare reports to funders.
8. Risks assess volunteer activity and carry out regular reviews.
9. Play an active role in identifying and developing new Business.
10. Contribute to joint working and team work across Volunteering Matters.

Experience/Skills and attributes:

Essential

1. Experience of recruiting, training and managing volunteers.
2. Ability to motivate and engage people.
3. Experience of working in partnership with other agencies.
4. Excellent written and verbal communication skills.
5. Excellent organisational skills and the ability to prioritise a demanding and developing workload, the ability to work under pressure and to deadlines.
6. Strong negotiation and facilitation skills
7. Ability to assess risk and carrying out risk assessments
8. Evidence of good administrative and IT skills and the ability to maintain project monitoring, administrative and financial records.
9. Understanding of and commitment to Equal Opportunities
10. Understanding of and commitment to Data Protection and confidentiality.
11. Ability to build and maintain effective working relationships with colleagues, stakeholders and partners
12. Understanding of financial processes

Appointment to this position is subject to an enhanced disclosure check. Having a conviction will not necessarily cause a bar to employment.

The job description is intended to include the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but while some variations will be expected, these will be at an appropriate level for the role.