**Job Title: Project Coordinator**

**Location:** Wiltshire

**Role Reports To:** Delivery Leader – England 2

**Direct Reports:** None

**Department:** Delivery

**Hours:** Part-time (17.5 hours)

**Contract:** Permanent

**Volunteering Matters**

At Volunteering Matters we use volunteering’s unique power to bring people together and build stronger, more resilient communities across the UK. We bring people together to resolve some of society’s most complex issues. From social isolation and loneliness; improving health and wellbeing; building skills, confidence and opportunity; to ensuring young people can become change makers in their community, the impact that we make is great. People-led and impact driven, we’re a national charity that is deeply embedded in local areas across the UK.

**Grandmentors**

Grandmentors is a national volunteering programme where older volunteers (aged 50+) use their lifetime of skills and experience to support and mentor vulnerable young adults leaving the care system. These young adults often need a guiding hand and role model to support them to find work, continue their education or begin training – ultimately giving them the skills and self-belief to lead successful and independent lives.

Volunteers meet with a young adult regularly to boost their confidence and work towards goals, which are unique to each person.

**Role Purpose**

We are recruiting two part-time Project Coordinators to effectively deliver all aspects of our Grandmentors project in Wiltshire, ensuring it achieves its aims, objectives, outcomes, and targets. The postholders will work alongside teams within Wiltshire Council and with local volunteers to ensure that we improve the lives of care experienced young people (aged 16-25) through the unique power of inter-generational mentoring.

**Key Duties & Responsibilities**

* Effectively manage the service to ensure it meets agreed targets and millstones.
* Maintain effective relationships with stakeholders and local authority staff.
* Ensure volunteers are recruited, appropriately trained, and supported in their role; this will involve processing volunteer expenses, DBS checks and maintaining databases.
* Ensure regular communication between project staff and volunteers is maintained and that regular supervision for volunteers is provided.
* Work with your line manager to ensure project expenditure is in line with the budget.
* Maintain accurate records on all aspects of the project and submit data onto a secure system.
* Manage and maintain effective monitoring and evaluation records to capture impact and outcomes and ensure contractual compliance.
* To implement and maintain appropriate risk assessment management processes.
* Prepare impact and progress reports for both internal and external purposes.
* Develop relevant information to promote and raise the profile of Volunteering Matters locally.
* Promote and adhere to Volunteering Matters Equality and Diversity Policy and all other Volunteering Matters policies which relate to the work of Grandmentors.
* Contribute to joint working and teamwork across Volunteering Matters and your regional team.

**Experience/Skills and Attributes:**

In deciding who to shortlist and appoint to this post, we will be looking for evidence of the following skills, knowledge, experience and personal qualities.

**Essential**

* Experience working with or supporting young adults with the ability to motivate, enthuse and develop positive attitudes.
* Excellent communication skills and the ability to communicate appropriately and effectively with a range of stakeholders (including volunteers, local authority staff and funders).
* Strong organisational skills and the ability to prioritise a demanding and developing workload.
* Resilient, flexible with ability to work on own initiative as well as collaborating with others.
* A good, practical knowledge of safeguarding and risk assessments.
* Evidence of good administrative and IT skills.
* Understanding of and commitment to equal opportunities, data protection and confidentiality.

**Desirable**

* Knowledge/experience of the care system.
* Experience supporting/managing volunteers.

**Qualifications**

Relevant experience and values alignment is more important for this role than specific qualifications.

This role requires an enhanced DBS check which will be undertaken with the successful candidate before starting.

**Location**

The role requires someone based within Wiltshire. With a flexible working policy, the postholder can be based from home or within Wiltshire Council offices. The postholder will need internet access to enable remote working. I.T. equipment and infrastructure will be supplied.

**Our Values & Way of Working:**

In all that we do, we embrace a philosophy of ‘Freedom within a Framework’ and are guided by our values: Empowering, Inclusive, Compassionate, Positive & Straightforward.

**Diversity & Inclusion:**

Volunteering Matters welcome all applicants and are keen to ensure their team to reflect the diversity of the UK and the communities they serve. They would like to encourage applications from disabled, LGBT and Black, Asian and Minority Ethnic backgrounds.

**Disability Confident & Reasonable Adjustments:**

We guarantee to interview anyone with a disability whose application meets the minimum criteria for the role. Please provide evidence in your application, which demonstrates that you meet the level of competence required in the “Experience/Skills and attributes” section of this job description. To be considered for a guaranteed interview or to discuss any reasonable adjustments during the process, please state this in your application or contact [hrpay@volunteeringmatters.org.uk](mailto:hrpay@volunteeringmatters.org.uk) for more information.

*This 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.*