

Job Title: Grandmentors Project Coordinator

Location: Brent Borough/London

Role Reports To: Grandmentors Team Manager

Direct Reports: None

Job Family: 3

Department: Delivery

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 an innovative volunteering project where older volunteers (aged 50+) use their lifetime of skills and experience to support and mentor vulnerable young people leaving the care system. These young people 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 person regularly to boost their confidence and work towards goals, which are unique to each young person.

Role Purpose

To develop and deliver all aspects of our Grandmentors project across London, with particular focus on Brent borough, ensuring it achieves its aims, objectives, outcomes, and targets. The post holder will work closely with the Leaving Care team within Brent Borough Council and local volunteers to ensure that we improve and empower the lives of care leavers (aged 16-25) through the unique power of inter-generational mentoring.

Key Duties Responsibilities

- To hit the ground running to effectively deliver the service to ensure the project meets its agreed targets and milestones.
- Maintain effective relationships with stakeholders and local authority staff at a day-to day level.
- To ensure volunteers are recruited, appropriately trained and supported in their role; this will involve processing volunteer expenses, DBS checks and maintaining the database.

- To ensure regular communication between project staff and volunteers is maintained and that regular supervision for volunteers is provided.
- To work with your line manager to ensure project expenditure is in line with the budget.
- To maintain accurate administration, for all aspects of the project.
- To maintain accurate records on all aspects of the project and submit data onto a secure database.
- To 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.
- To prepare regular reports for both internal and stakeholder purposes.
- To develop relevant information to promote and raise the profile of Volunteering Matters locally.
- To promote and adhere to Volunteering Matters Equality and Diversity Policy and all other Volunteering Matters policies which relate to the work of Grandmentors.
- To comply with the applicable Health and Safety and Safeguarding regulations.
- To contribute to joint working and teamwork across Volunteering Matters.

Skills

- Excellent written and verbal communication skills.
- Excellent organisational skills and the ability to prioritise a demanding and developing workload.
- Evidence of good administrative and IT skills and the ability to maintain project monitoring and administrative records.
- Ability to build and maintain effective working relationships with colleagues, volunteers, young people and partners.
- Ability to assess risk and carry out risk assessments.
- The ability to motivate, enthuse and empower yourself and others.

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

With a flexible working policy, the postholder can be based from home or within a London borough council office. The postholder will need internet access to enable remote working. I.T. equipment and infrastructure will be supplied. There is an expectation to travel across London and working from a borough office a minimum of twice a week.

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 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.