

Volunteering Matters Job Description

Reference Number:	V568
Job Title:	Project Coordinator
Location:	Wolverhampton (Home-based with local travel)
Contract type:	Full-Time, Permanent
Hours:	35
Salary:	£25,625
DBS/PVG:	Enhanced DBS
Job Family	3
Line Manager:	Farzana Topia

Role Purpose

Grandmentors Wolverhampton is an innovative, well-established project since 2019, where mature volunteers (aged 50+) use their skills to mentor care experienced young people (aged 16-25). You will lead the main Wolverhampton Grandmentors project, including the brand new "Through the Gates" pilot which supports care experienced young people transitioning from custody back into the community. An important aspect of this role is maintaining professional boundaries, ensuring our support complements, but does not replace the statutory leadership provided by the Local Authority.

Key Duties and Responsibilities

- **Project Coordination:** Lead the day-to-day delivery of the Grandmentors project in Wolverhampton, ensuring we meet agreed match targets for the core program including the "Through the Gates" pilot.
- **Volunteer Leadership:** Recruit, train, and supervise our mentors. You will ensure they feel supported and are clear on how their role fits alongside other professional services.
- **Boundary Management:** Monitor project activities to ensure support remains mentor led. You will act as the key link to statutory leads, such as Social Workers or Personal Advisors, to escalate any out-of-boundary concerns appropriately.
- **Partnership Working:** Build and maintain strong, professional relationships with the Local Authority and other relevant partners.
- **Safety & Compliance:** Oversee risk assessments and strictly follow safeguarding procedures to ensure the safety of our volunteers and the young people we support.
- **Impact Reporting:** Use our CRM system to track project progress and collate data to produce informative annual reports for our stakeholders.

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



Skills

- **Professional Communication:** You can write clearly and speak confidently with a variety of people, from care experienced young adults to local authority partners.
- **Sound Judgement:** You have the professional insight to know when a young person's needs fall within the scope of mentoring and when they require statutory intervention.
- **Self-Management:** As this is a home-based role, you are a proactive self-starter who can manage a busy workload and meet deadlines independently.
- **Digital Proficiency:** You are comfortable using Microsoft 365 (Teams, Word, Excel, PowerPoint) and can use data to demonstrate project impact in formal reports and meetings.
- **Values & EDI:** You are committed to Equality, Diversity, and Inclusion and have a genuine belief in the power of volunteering to change lives.

Experience Required

- **Relevant Experience:** You have a background in supporting young adults, care experienced young people or those in the criminal justice system, and you understand the specific challenges they face.
- **Volunteer Coordination:** You have experience in recruiting, training, and managing volunteers within a professional framework.
- **Professional Boundaries:** You have a proven ability to work effectively within a multi-agency environment without overstepping the defined boundaries of your role.

Qualifications

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

Other

- Must live in or be able to travel to Wolverhampton for regular meetings, drop-ins, and informal interviews with new volunteers and young people.
- This role is subject to an Enhanced DBS check

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General Requirements – All Staff

- Must adhere to the organisation’s Code of Conduct and always uphold its values.
- For home-based roles, candidates must be self-starters who can work with minimal supervision, stay organised, and remain motivated to meet deadlines and deliver quality outcomes.
- Attention to detail and a proactive approach to problem-solving and information sharing.
- Adhere to all health and safety policies and procedures, and promptly report any hazards, near misses, or incidents in line with organisational guidelines

Our Values & Way of Working

In all that we do, we are guided by our values: **Empowering, Inclusive, Compassionate, Positive & Straightforward.**

Disability Confident & Reasonable Adjustments

We guarantee to interview anyone with a disability whose application meets the essential criteria for the role. Please provide evidence in your application, which demonstrates that you meet the level of competence required in the Job Description under skill and experience. To be considered for a guaranteed interview or to discuss any reasonable adjustments during the process, please state this in your cover letter.

If you have any questions about current vacancies, the recruitment process, or need support, our team is here to help. Whether you’re a candidate looking for more information or with an HR query, please don’t hesitate to get in touch.

You can contact us directly by emailing HRPay@volunteeringmatter.org.uk, and a member of the team will get back to you as soon as possible.



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