

# Job description

<u>Employer</u>	The Friendship Café /St James City Farm
<u>Job Title:</u>	<b>Volunteer &amp; Wellbeing Coordinator,</b>
<u>Salary</u>	£13'500 (approx.. £23000 p.a. pro rata)
<u>Available hours:</u>	20 hours per week (spread over 3 days per week)
	Due to animal welfare and participant needs, there will be some weekend work.
<u>Length of Contract</u>	12 months, with a possibility of extension / subject to continuation of funding
<u>Post start date</u>	October 2021: (subject to satisfactory references and dbs clearance)
<u>Reports To:</u>	Coordinator
<u>Supervisory Responsibility For</u>	Volunteers / Placements;

## BACKGROUND & JOB PURPOSE:

St James City Farm & Riding School have an exciting opportunity to join our talented team as a **Volunteer & Wellbeing Coordinator**, developing and coordinating Volunteer placements for young people and those with disability and/or mental ill health issues.

The Volunteer & Wellbeing Coordinator will oversee the recruitment, development and progression of volunteers, providing them with tailored support throughout, to develop their skills, improve confidence and better manage their mental wellbeing. The time will be divided between working alongside volunteers and overseeing and facilitating their personal development.

## DUTIES AND RESPONSIBILITIES:

- Assist with developing relevant and up-to-date documentation for volunteers to support their recruitment, induction and placement, i.e. a volunteer handbook, health and safety guidance, and evaluation forms.
- Ensure that the volunteer project database and any other records relating to volunteers are kept up-to-date and comply with the Farm's GDPR policy.
- Help plan and supervise sessions/rota for volunteers and facilitate wellbeing sessions.

# Person specification

You will support the programmes for volunteers to ensure that it is a safe environment for the volunteers and others.

## General

- a) Support the farm development working within the wider organisation of the Friendship Café and its values.
- b) In general, the post holder will work closely with other members of the team in furtherance of the activities of the farm, including participation in staff meetings, contributing ideas and initiatives for the farm's long-term development.

## POST:

### Competence, Knowledge and Skills

#### **Essential:**

experience of supporting people with a mental health issues and learning difficulties in a community and/or formal context.

- experience of supporting people to develop their education, employment and personal skills.
- Experience of providing one-to-one support for people with a range of needs and abilities.
- Experience of data recording, reporting and keeping records up to date.
- Excellent written and verbal communication skills, including IT -Word and Emails

Understanding of the issues faced by people living in disadvantaged communities.

#### **Desirable**

- proficiency in any of the community languages.
- Experience of recruiting and coordinating a team of volunteers.
- Good knowledge of adult / vocational learning, work development and education opportunities.
- Good knowledge of mental health / wellbeing issues and facilitating groups/ working with Special Educational Needs groups.
- Good knowledge of and skills in animal/practical land-based activities.
- Ability to organise structured and meaningful tasks for volunteers to suit all abilities.
- Good knowledge of policies and procedures including Data Protection, Health and Safety law and Safeguarding.

### **Personal Qualities**

- Ability to communicate diplomatically and build trust and respect with a wide range of people at all levels.
- Creative, innovative, and passionate about the therapeutic benefits of animal-based interventions for young people and those with mental health issues.
- The ability to maintain a professional attitude and boundaries in working with project volunteers, the staff team and management committee.
- Self-motivated; able to work unsupervised, to take initiative and to meet deadlines.
- An ability to work as part of a small team.
- Highly organised with good time management and attention to detail.

- Ready to work hands-on alongside volunteers and with farm animals in all weathers/outside.
- A non-judgmental attitude and a commitment to developing volunteers that is representative of the local community.

**To Apply: please download the Application form from our website**

[www.stjamescityfarm.co.uk](http://www.stjamescityfarm.co.uk) or email [imran@thefriendshipcafe.com](mailto:imran@thefriendshipcafe.com)

**Closing date:** 22<sup>nd</sup> August 2021

**Intended Interview Date:** w/c 6<sup>th</sup> September 2021

Due to limited administrative resources, if you do not hear back within 2 weeks of the closing date, please assume that your application has been unsuccessful.

***Safeguarding is everyone's business.***

*In line with The FC Safeguarding Policy, appointments will be subject to an enhanced DBS check and satisfactory references.*

*The post is exempt from the Rehabilitation of Offenders Act.*