

Tunbridge Wells District Volunteer Role Description

Role Title: Volunteer Co-ordinator
Reports to: Senior Early Help Worker
Placement: (The Ark Children Centre)

Main Duties:

To support the Senior Early Help Worker in the coordination for the volunteers across the District
Responding to applications and organising interviews
Carrying out DBS and reference checks for new volunteers
Maintaining the volunteer tracking spreadsheet
Organising training and online access
Offering 1:1 and group support to volunteers
Maintaining rota and allocation of volunteers
Maintain volunteer files

Knowledge and Skills:

Good IT and computer skills
Sound use of Excel or willingness to learn
Understanding of Children's Centres or a willingness to learn
Proactive and outgoing personality
Experience of offering support or 1:1 sessions
Excellent attention to detail
Ability to work unsupervised

Volunteer commitment Requirements:

This role would require a minimum of 5-8 hours per week
Enhanced DBS check
Various Safeguarding training
Prevent training
Data Protection and Information Governance training
Other training may also be available as identified in Personal Development Plan