

Thanet District Volunteer Role Description

Role Title: Volunteer Co-ordinator
Reports to: Senior Early Help Worker
Placement: Thanet Childrens Centres (base to be negotiated)

Main Duties:

To support the Early Help Worker and Senior Early Help Worker in the coordination of 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, Skills and Understanding:

Good IT and computer skills (including knowledge of Microsoft Outlook and Word)
Good use of Excel or willingness to learn
Understanding of Children's Centres (Early Help and Preventative Services) or a willingness to learn
Positive approach and a 'can do' attitude
Excellent organisational skills
Experience of supervisory support or 1:1 sessions
Excellent attention to detail
Able to keep accurate records and adhere to Data Protection and Information Governance Policies
Good understanding of confidentiality
Ability to understand and follow Kent County Council Policies and Procedures
Ability to manage own time and work autonomously
Ability to travel around the district in a timely manner when required

Volunteer commitment Requirements:

This role would require a minimum of 5-8 hours per week initially
Enhanced DBS check
Commitment to undertaking a Kent County Council Induction (including a number of e-learning and face-face courses)
Commitment to attend own supervision sessions
Commitment to attend meetings relevant to your role throughout the year
Other training may also be available as identified in Personal Development Plan