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