**DISABLED PERSONS HOUSING SERVICE (Fife)**

**Job Description**

**JOB TITLE: Self Directed Support**

 **Volunteer Co-ordinator**

**GRADE: SJS Salary Scale Point 24-26**

 **£21,600-£22,968 (Pro rata)**

 **17.5 hours/week**

**Fixed term to 31 March 2018 (subject to all conditions)**

**RESPONSIBLE TO: DPHS(F) Co-ordinator**

**DPHS(F) Chairperson &**

**Board of Directors**

**Scottish Government funding reps**

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1.0 OBJECTIVES OF THE POST

1.1 To assist the Disabled Persons Housing Service (Fife) Co-ordinator, staff group and Board in ensuring that the SDS Project carries out its operations in accordance with its aims and objectives as agreed by the funding bodies, with particular attention to the volunteer mentoring activities.

1.2 To provide a comprehensive service to ensure individuals, their families, carers and organisations connected with them, understand the opportunity for mentor volunteering opportunities and that they can be invited to hear stories to help them in their decision making for independent living.

2.0 ACCOUNTABILITY

2.1 The SDS Volunteer Co-ordinator is accountable directly to the Co-ordinator for day to day work, and to the Board for overall achievements of the post and should liaise effectively on a weekly basis with the SDS Project worker and the full staff group at DPHS(Fife) on activities.

3.0 Delivering Opportunities for SDS Volunteering

3.1. Develop effective opportunities for SDS volunteering opportunities to run alongside the Info & Advice service, adding value to that work.

3.2. Establish a trusting, supportive relationship with volunteers at every stage in the process.

3.3 Develop materials to explain SDS volunteer mentoring role and further develop volunteering supporting paperwork to ensure clear outcomes and effective boundaries are in place.

3.4 To liaise and raise awareness of the SDS volunteer mentoring role with stakeholders and partners eg Fife Council Social Work Services and third sector providers to ensure external referral routes to the SDS Info & Advice service.

3.5. To liaise with SDS Project worker to plan communications with the SDS team at Fife Council regarding current and ongoing provision, attending meetings and networking as appropriate, and in particular to link effectively with the SDS Reference Group and attending where agreed.

3.6. To work closely with appropriate statutory authorities, professional services, and voluntary organisations and to engage in networking to facilitate the project work.

3.7. To ensure that effective referrals are made to and from the service linking closely to volunteer mentoring activities and tracking how this supports the work and to further ensure this information is recorded within our database systems.

3.8. Assist in exploring the effects of volunteering in assisting new SDS customers, and in informing consultation reports etc as appropriate.

3.9. Track volunteer activities results and impacts along with positive changes in wellbeing and confidence and record such results via surveys etc.

3.10. To liaise with the SDS Project Worker at all times to ensure introductions are made and opportunities acted upon for volunteering.

3.11. To develop the Options Reports systems within DPHS register to link customer and volunteer (vice versa) - building on this resource.

3.12 To work together with the SDS Project Worker to make use of traditional media and social media to promote the SDS service activities and in particular to highlight volunteer activities and opportunities.

 4.0. Administrative Duties

4.1. Maintain accurate, up to date records for each case both manually and via the register database.

4.2 To track expenditure on the project and keep Co-ordinator and Administrator up to date on costs of any events/awareness raising materials etc (ensuring permission for any large spend)

4.3 To assist in the provision of financial and statistical reporting requirements including annual and quarterly performance returns.

4.4 To make best use of the admin support available at DPHS and to supervise any such administrative tasks carried out on behalf of the SDS project.

5.0. Promotion of Service

5.1. To assist with production of publicity material to promote volunteering activities and promote the work of the service in general.

5.2. To promote volunteering within the SDS service in the wider community, liaising with local organisations, third sector (inc Fife Voluntary Action), Fife Council Social Work Services, Integrated Health & Social Care Partnership and any other appropriate areas of work to further the SDS project reach.

5.3 To produce volunteering materials to support volunteer recruitment, training and ongoing support.

5.4 To work together with the whole staff group to identify and promote volunteering opportunities and also identify customers who can benefit from hearing a volunteer mentor story and to promote such activity - which is likely to involve joint presentations and meetings.

6.0. Other Duties

6.1. To assist with the administration of the charitable fund if and when required ensuring that activities stay within budget.

6.2. To assist with the preparation of the DPHS(Fife) business plan ensuring SDS volunteer mentor activities is reflected over the period of the project and encouraging input from service users.

6.3. Assist in responses to consultation documents, research projects and other requests for information from outside bodies related to the value and outcomes of volunteering activities both on volunteers themselves and on those they have contact with.

6.4. Attend seminars and other training events as appropriate/agreed.

6.5 To carry out any other duties relevant to the post as specified by and agreed with the Co-ordinator, Board or funder.

6.6 There is a comprehensive work plan agreed with the funder containing targets and outcomes for measuring and this will be tracked and reported on both monthly and quarterly in order to stay on track.

6.7 This list is not exhaustive and it may be that items may alter and change over the life of the project.

6.8 A degree of flexibility is expected to ensure project aims are met.

Disabled Persons Housing Service (Fife) Scottish Charity No SCO32589 Company No SCO32571