



Job description for a Volunteer Co-ordinator

Introduction

Blandford Forum Parish Church (BFPC) has been successful in securing funding from the National Lottery Heritage Fund and other sources to enable the delivery of the Big Church Project (Restore) – The Roof. BFPC now seeks to appoint someone to have oversight of the volunteer requirements for the Project. The purpose of this job is to coordinate the recruitment of volunteers to different roles, to provide support, coordinate engagement and ensure that all volunteers have the training and resources they need to undertake their roles.

Blandford Forum Parish Church is a church at the heart of its community, in the Market Place. It is a functioning parish church, serving approximately 10,000 people annually; it is a venue for concerts and events; and also welcomes a steady trickle of visitors who come as sightseers or who are seeking a moment's respite from the chaotic hurly-burly of everyday life. It has a responsibility to continue to expand its service to the community in the future.

The Project

The project is focused on the repair and restoration of the roof and ceiling of this Grade 1 church. This is the second major phase of a larger project to completely restore and revive the building, to secure its future and to take it off the 'At Risk' register. Various smaller projects, such as improving the access to the building, have either been completed or are planned.

Once complete, the project will:

- Increase the number and range of people engaging with the Church beyond the congregation
- Improve the visitor experience and enable people to better understand their heritage
- Create new opportunities for learning and participation
- Deliver an ambitious but sustainable programme of activities
- Work in partnership with local organisations and stakeholders
- Seek to address local needs and priorities
- Create new and more rewarding opportunities for volunteering

Blandford Parish Centre, The Tabernacle,
Blandford Forum.
DT11 7DW.

Email: projectrestore@bfpc.org.uk
Phone: 01258 456260
<https://blandford.churchinsight.com/>

Registered Charity no. 1132519



The Blandford Parish Church Project Activity Plan, Action Plan will be delivered over a two year project period.

The Restore Working Group has overall responsibility for the NLHF Activity Programme.

The Brief

We will discuss the role with you, but your duties could cover all or some of the following:

- To work with the Restore Working Group and Activity Coordinator to devise, research and develop a structure to deliver volunteer recruitment, training and development in order to realise a sustainable volunteer programme;
- To support the development of a Volunteer Handbook together with BFPC and existing volunteers;
- To review volunteer role descriptions
- To work closely with the Activity Coordinator to lead coordination of recruitment, selection, training and placement of volunteers to different roles, in close collaboration with the relevant working groups, (including DBS checks where appropriate).
- To review and update the project Volunteer Plan as required.
- To have regularly review and monitor training needs within the team, ensuring all volunteers have access to the support, training and resources they require to fulfil their roles. To update the training plan as appropriate
- To regularly liaise with external organisations and agencies to promote opportunities and identify new volunteers
- To be the first point of contact for volunteers, offering advice and support as appropriate
- To maintain a close relationship with the Big Church Project teams to ensure that the project is well resourced, volunteers are engaged, and to feedback on any issues relating to volunteer engagement
- To collate volunteer timesheets to enable the Restore Working Group to report back to funders.
- Following the PCC's policies and procedures to ensure your own and participants' health and safety

Qualities

- This role would suit someone with great interpersonal skills
- Well organised with strong organisational and co-ordination skills
- Be able to work as part of a team and have good communication skills

Training

- A general induction will be given by a member of the PCC
- You will be given extra support as and when needed
- Individual training needs will be identified and facilitated as required.

Selection criteria

We will be using these criteria:

- Understanding of the brief and extent of response to it
- An enthusiasm for and proven experience of volunteer development and engagement
- Past experience of the development and delivery of a volunteer-led public events programme
- Proven experience of working for a voluntary sector organisation, accountable to a board of trustees
- References from similar work
- Value for money

Procedure for submission and selection:

Candidates will submit CV and covering letter responding to brief and the required qualities listed above. Shortlisting based on pre-agreed criteria.

Interview (if required). Interview format to include:

- Short presentation in response to requirements of role followed by Q&A
- Standard set of pre-agreed questions for all candidates

Candidates will be scored according to pre-agreed criteria and the highest scoring candidate will be selected. This position will be subject to a satisfactory DBS check.

Total cost Within this phase of the project we have budgeted £5,000 for Volunteer co-ordination

Fee This is a freelance contract offered at the rate of £5,000 plus VAT (if applicable) over a 2 year period.

Payment will be made against agreed outputs and paid in instalments to be agreed upon appointment.

It is expected that the majority of the work will be carried out in the first 6 months of the project (approximately 2 days a week), but 1 day a month will be needed over the rest of the project for on-going admin.

The Volunteer Coordinator will be responsible for their own National Insurance and Tax. There is no holiday entitlement with this contract.

Planned dates Delivery phase January 2022 – December 2023
The delivery of the capital works is scheduled between January 2022 and July 2022
This appointment will run from appointment until the end of the project.

For further details, please contact: Sara Loch:
Phone: 01258 450278, or the office number 01258 456260
Email: projectrestore@bfpc.org.uk

Closing date for expressions of interest	31 st December 2021
Interview Date (on-line)	12 th January 2022