



VOLUNTEER COORDINATOR BRIEF

Would you like to help deliver an exciting heritage project which places people and community at its heart?

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. The project will not only repair the roof of our beautiful historic building but also deliver an exciting and diverse programme of events and activities. We will be working with our local community to celebrate our heritage and ensure that the church building is a well-used space that welcomes everyone.

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.

For more information on the project visit: [Blandford Parish Church : Big Church Project \(churchinsight.com\)](http://churchinsight.com)

*Great interpersonal skills? Organised? Good communicator and team player?
Could you help us grow our volunteer team to deliver the project?*

As volunteer coordinator you will be responsible for recruiting volunteers to different roles, coordinating engagement and ensuring that all volunteers have the training, support and resources they need to help support our project. And most importantly, making sure that everyone has an enjoyable and meaningful experience. At the moment we have around 20 volunteers and would like to recruit up to 20 more.

This role would suit someone with great interpersonal skills. You will need to be well organised and confident at coordinating people and activities. We are a small but very enthusiastic team, so being able to work on your own initiative and as part of the team is important. Good communication skills are central to the role.

What will you be doing?

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

- Working with the Restore Working Group and Activity Coordinator to devise, research and develop a plan for volunteer recruitment, training and development, including reviewing volunteer role descriptions;
- Supporting the development of a Volunteer Handbook;
- Working closely with the Activity Coordinator to implement the plan for recruitment, selection, training and placement of volunteers to different roles, in close collaboration with the relevant working groups, (including DBS checks where appropriate).
- 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.
- 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 Parochial Church Council's (PCC) policies and procedures to ensure your own and participants' health and safety

How will we support you?

A general induction will be given by a member of the project team and you will be given extra support as and when needed. We will work with you to identify any training needs and address these as required. We are also very open to flexible working to ensure that our project fit with your other commitments.

We have regular project meetings but your first point of contact will be our Activity Coordinator, who will work with you to identify opportunities for volunteer engagement. Our project team will also support you in the development of the Volunteer Plan and Handbook to ensure that it is in line with the policies and procedures of the PCC.

The Nitty-gritty

This is a freelance contract offered at the rate of £5,000 plus VAT (if applicable). The project runs until December 2023. It is expected that the majority of the work will be carried out in the first 6 months after appointment (approximately 2 days a week), but 1 day a month will be needed over the rest of the project for on-going admin.

Payment will be made against agreed outputs and paid in instalments to be agreed upon appointment. The Volunteer Coordinator will be responsible for their own National Insurance and Tax. There is no holiday entitlement with this contract.

Interested in joining us?

Please send us your CV and covering letter responding to brief and telling us why you are the right person for the role.

We will invite our shortlisted candidates to an interview which will include:

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

In order to make it fair for everyone, 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.

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
- Experience of the development and delivery of a volunteer-led events programme
- Experience of working for a voluntary sector organisation
- Evidence of good organisational and communication skills

Please email your CV and covering letter, together with the contact details for two referees to projectrestore@bfpc.org.uk

Closing date for applications is **9.00am Monday 4 April 2022**

Interviews will take place on **Wednesday 20 April 2022**

If you have any questions or would like to discuss the role, please contact Sara Loch:

Phone: 01258 450278, or the office number 01258 456260

Email: projectrestore@bfpc.org.uk