



**JOB TITLE:** **Volunteer Co-ordinator**

**RESPONSIBLE TO:** **Charity Director**

**Hours per week:** **15 hours**

**Contract:** **Permanent**

**Salary:** **£9,734 per annum**

**Job Description**

Worthing Mencap is an active local charity that has been serving people with learning disabilities and autism for over 65 years. Worthing Mencap deliver a range of services for people including work-based training, information and advice, practical and social support. We are looking for a passionate and driven individual to develop and co-ordinate our volunteer experience. As a local charity, we depend on volunteers giving their time to help us run activities and support our fundraising. Worthing Mencap has a strong base of dedicated and enthusiastic volunteers that support the various functions of the charity.

The successful candidate will focus on **recruiting, retaining and supporting** volunteers across the charity.

Our typical volunteer roles are:

- Charity shop volunteer
- Buddys volunteer (café work / helping trainees working in the café)
- Activity club volunteer – social activities, sports and exercise activities
- Event volunteers – at our annual sport and fun day, Christmas, Spring and Summer Fayres.
- Charity Trustees

**Recruit** - The role holder will actively recruit to fill volunteer roles in our services and charity shops. Working with colleagues to identify where gaps are and match volunteers to these roles. Actively seeking volunteers by advertising, attending volunteer fayres, developing relationships with potential volunteer sources in the community.

**Retain** - ensuring volunteers enjoy their experience with Worthing Mencap. Understanding people's motivation for volunteering, recognising and rewarding their contribution to the charity.

**Support** – providing volunteers with the opportunity to develop their own skill sets through training, mentoring or alike. Giving advice and guidance when required, supporting any challenges that may occur whilst volunteering with Worthing Mencap.

In addition, the role holder will be responsible for organising an annual 'Volunteer thank you' event. This event helps volunteers to connect with other volunteers across the charity

## Our Vision

To enable people with disabilities, primarily those with a learning disability to lead full and independent lives.

## Our Mission Statement

To champion the rights and provide support to people with disabilities, primarily those with a learning disability and their families, carers and supporters. We will achieve this through a range of opportunities and services in the Worthing and surrounding area to enable them to lead independent lives engaging fully in the local community.

## Our Values

INFORMED by our members

RESPECT all people

CHALLENGE wrong ways of thinking about disability

TRANSFORM lives

CONFIDENT and develop new ideas whilst growing peoples strength

INCLUSIVE encompassing all abilities

Experience	Essential	Desirable
Experience co-ordinating or leading volunteers	X	
Experience of Adult Social Care	X	
Experience of the Charity Sector	X	
Skills	Essential	Desirable
Excellent communication skills	X	
Excellent interpersonal skills	X	
Presentation skills		X
Knowledge and experience of Microsoft Office		X
Ability to recognise and understand other people's motivations	X	
Ability to recognise and respond to people's individual needs	X	
Comfortable networking and developing new ideas	X	
Ability to work with and motivate volunteers	X	

A sound knowledge of safeguarding (training provided)		X
Ability to respond to changing needs of the organisation	X	
Good planning skills		X
Personal attributes	Essential	Desirable
Sociable	X	
Approachable	X	
Organised	X	
Patient	X	
Creative	X	
Enthusiastic	X	
Innovative	X	
Supportive	X	

- **Worthing Mencap is committed to safeguarding and promoting the welfare of all vulnerable people using our services. We expect all staff, volunteers and visitors to share this commitment.**
- **There is an expectation that all staff will actively participate in some fundraising and promotional events outside of paid working hours to support the charity's mission.**
- **This post is subject to enhanced Disclosure and Barring Service check (DBS), satisfactory references, proof of qualifications (if applicable) and a 6-month probation period.**
- **Appropriate training will be given to the successful applicant (if applicable). Proof of right to work in the UK required.**
- **Worthing Mencap is a level 2 Disability Confident Employer and is proud of our diverse staff and volunteer team.**

#### **How to apply:**

Please contact our office to arrange for application forms to be sent via email. 01903 202030  
[Buddys@worthingmencap.org](mailto:Buddys@worthingmencap.org)

Closing date: Midday on Friday 19<sup>th</sup> December

Interview dates: TBA