

Volunteer Co-ordinator for NEFA

Description of the volunteering opportunity:

We are seeking enthusiastic and skilled volunteers who will help us achieve our objectives of increasing our network of older people and the organisations that support them.

Our objectives

- * Ensure older peoples voices are heard at local, regional and national level
- * Promote a positive image of older people in society
- * Increase confidence and knowledge of partner organisations
- * Build stronger networks across the region
- * Inform and educate older people across the region
- * Support older people to fill their potential and to live healthy and happy lives by supporting their partnership organisations

Purpose

To act as a point of contact for coordinating partnership support and development, and volunteer recruitment training and support so ensuring clear pathways in the work of NEFA. Our volunteer will offer an innovative and integrated approach to working with other volunteers, in order to contribute towards the development and capacity building of the organisation.

They will be happy to liaise with volunteers, offering the necessary supervision and support in order for them to take active lead roles within their chosen project area ensuring they have the right skills and competencies in place and would work to ensure that partners are fully involved in the work of NEFA

Responsibilities

- Regular contact with volunteers in the service
- To help support volunteers in order to ensure they are supported in specific areas of work and health & wellbeing
- Work with internal colleagues to identify new volunteers to support the expansion of NEFA

Partnership work

Liaise and continue to establish relationships with NEFA partners.

Administration

Maintain a high standard of records.

Essential skills

- Full clean Driving Licence.
- Knowledge and understanding of Equal Opportunities issues
- Ability to communicate effectively both verbally and in writing with a range of people.
- Ability to work in a non-judgemental / anti-discriminatory way.
- Ability to work on own initiative to deadlines and targets.
- Ability to negotiate professional boundaries.
- Ability to adopt a flexible, creative and innovatory approach.
- Experience using Microsoft Office 365 and Zoom.
- A commitment to, understanding of, and active approach to Equal Opportunities.
- A commitment to the philosophy and values of NEFA
- A commitment to working in partnership with community, voluntary and statutory agencies, including an understanding of appropriate personal and professional boundaries.

Additional Information

Gender/Age restrictions	NONE
Hours:	As agreed with the Volunteer Co-ordinator and Chair
Induction Training:	YES
Expenses:	YES, if transport or mileage is required
Disabled access:	YES (working from home) but the building that NEFA occasionally work from is fully adapted
Equal opportunities policy:	YES
Insurance cover:	YES