



Role Description

VOLUNTEER

Co-ordinator

One Year Fixed Term Contract

From 1st April 2019 to 31st March 2020.

Hours of volunteering

Flexible working hours, week days

Reporting to:

Reporting to the Co-ordinator

Aim of the Volunteer Co-ordinator role:

All work conducted by the Volunteer Co-ordinator will be monitored and supervised by The Co-ordinator.

Aim of the Volunteer Co-ordinator role:

The Volunteer Co-ordinator will support the Co-ordinator; responsible for general administration duties, including arranging training, updating training records, arranging training, managing expenses, updating personal records, updating and reviewing policies and procedures, updating training records, and general office administration in relation to the roles of the Volunteers.

Tasks under the supervision of the Co-ordinator:

- Take calls and respond to emails from families requesting support. Forwarding details to Family Outreach workers.
 - Ensure policies and procedures are up to date and reviewed
 - To assist with the recruitment of volunteers
 - Inductions of the Volunteers
 - Arrange training relevant to the individual roles



- To update personal training records.
- To arrange regular supervisions and appraisals in line with the Appraisal policy of the company.
- To create/update, implement and then oversee paperwork for “Your Space” is completed and correctly stored, in line with data protection act and safe recording of information policy.
- Professional/personal development

Person Specification

- To have an empathetic approach to individuals with ASD and related conditions, their families and carers.
- Have a positive attitude and patient work ethic.
- Keen attention to detail
- To be proactive and have a team approach.
- Excellent interpersonal skills
- Excellent communication skills
- Aptitude to learn
- Flexibility in approach
- To have the ability to use initiative.



Qualifications

Essential

- Good standard of education including English at GCSE grade C
- Previous administration experience
- Excellent reporting skills
- Excellent knowledge of Office computer packages
- Good standard of education including English at GCSE grade C

Desirable

- A knowledge of what services are available to support individuals and families with an autistic spectrum disorder and related conditions.

Confidentiality & DBS

During the course of employment, staff may have access to Confidential Information. Any Confidential Information, whether oral, written, or electronic, should be maintained in a manner that ensures its confidentiality.

All post holders will have to undertake an enhanced DBS check as per our Child protection policy.