**Useful Vision. Volunteer Project Coordinator**

**Salary:** £18,000 gross pro rata.

**Hours of work:** 16 hours a week.

8 Month fixed term contract, opportunity to extend the role if funding allows.

**Responsible to:**  The Trustee and management committee.

**Main purpose and scope of the job**

Recruiting, training and managing volunteers. Develop and run a Pilot project supporting visually impaired young people to volunteer alongside sighted volunteers.

**Tasks and Responsibilities:**

**Volunteer recruitment, training and management**

* To develop and maintain links with local community groups, businesses etc. to recruit volunteers
* To match volunteers with suitable volunteering opportunities within useful Vision
* To coordinate, develop and deliver appropriate training for volunteers
* To monitor and review volunteer placements to ensure volunteers receive sufficient support
* To develop good practice policies and procedures and ensure Useful Vision staff and volunteers are fully trained in these practices
* Ensure all child protection checks are carried out, and appropriate child protection training given

**Information, marketing and promotion**

* To design and disseminate a range of marketing materials to promote Useful Vision to volunteers.
* To attend volunteer fairs and community events, to promote volunteering and funding
* To organise recruitment events, workshops and talks, to promote volunteering programme.
* To promote volunteering via social media, newsletter bulletins and website.
* To utilise local and regional networks to promote volunteering opportunities.
* Make strong links with the press to promote the charity to funders and volunteers.

**Monitoring and evaluation**

* Ensure funding requirements are met and the impact of the work is recorded, monitored and evaluated.
* Ensure databases are accurately updated and maintained and provide reports as required.

**Other**

* Work in a flexible manner as a team member showing initiative, including working some weekends.
* To work collaboratively with the team to ensure administration and information if fully coordinated.
* Undertake staff appraisals and staff development training, Vi awareness, child protection and first aid.
* You will be willing to demonstrate commitment to Useful Visions equal opportunities Policy.

**Location**: Based at Useful Vision, Azure Business Centre, High Street, Newburn, Newcastle Upon Tyne NE15 8LN. Will be required to travel extensively throughout the region from base and work some evenings and weekends.

**Appointment is subject to an enhanced disclosure check**

**Apply to** **rebeccawilson@usefulvision.org.uk** **with CV and covering letter or by post to the address above.**

**Closing Date 10.09.2018**