

Thank you for expressing an interest in our vacancy for a part-time **Volunteer Coordinator**. The post is offered via a fixed term contract and will be based across two sites: The Crossing Church & Centre (S80 2AT) and The Grove Church & Centre (DN22 6LB). This post is not suitable for home working.

We seek to appoint at the earliest opportunity.

**About the role:**

The primary focus of the Volunteer Coordinator will be to provide overall care for existing and all new volunteers assuming responsibility for their safe recruitment, induction, and supervision, whilst acting as the first point of contact for ongoing training and support needs.

The Volunteer coordinator will work with existing teams to support current groups to develop and thrive and identify new community activities.

The Volunteer Coordinator will proactively recruit volunteers, through volunteer fairs, social media and local press advertisements, word of mouth, contacts with existing volunteers and connections with groups such as Bassetlaw Community and Voluntary Service (BCVS), for the two Church centres.

**Faith:**

A specific faith is not an essential requirement for this role, but the successful applicant should be comfortable working alongside and in partnership with and representing a faith community and be committed to the aims of the Methodist Church.

**Worship:**

Attendance at worship at either the Crossing or the Grove is not an essential requirement however it is felt that on occasion it may be helpful in order to maintain a good contact with the congregations.

**How to apply:**

For an application form or for an informal conversation about the role before making an application please contact Richard Dearden, Circuit Operations Manager, by email at [richard.dearden@trinitycircuit.net](mailto:richard.dearden@trinitycircuit.net)

**Important dates:**

Closing date: 5<sup>th</sup> January 2024  
Interview date: 18<sup>th</sup> January 2024

Please find on the following pages a job description, a person specification, and a summary of how we recruit. If I can be of any further support, or if you have any questions, please do not hesitate to be in touch with myself via email at [julie.coates@methodist.org.uk](mailto:julie.coates@methodist.org.uk)

Kind regards,

**Julie Coates**  
**Superintendent Minister**  
**Trinity Methodist Circuit**

**Job Title:** Volunteer Coordinator (Contract ends 31/12/24)  
**Lay Employee in:** The Trinity Methodist Circuit.  
**Employed by:** The Trinity Methodist Circuit.  
**Location:** The role will be split across two church and community sites with office space and appropriate facilities provided at both:

- The Crossing Church and Centre, S80 2AT.
- The Grove Church and Centre, DN22 6LB.

**Responsible to:** The Volunteer Coordinator will be appointed a Line Manager who in this instance will be the Trinity Methodist Circuit Operations Manager.

**Key relationships:** Circuit Operations Manager, Volunteers, Superintendent Minister and Deacon, Facilities and Community Manager, Lay Staff, and the groups and users of Church premises.

**Purpose of the role:** To support the existing staff team to research and identify new ways of building community, overcoming isolation, and developing resilience and wellbeing through the developing an effective volunteer team.

**Key Responsibilities:**

The Volunteer Coordinator will proactively recruit volunteers, through volunteer fairs, social media and local press advertisements, word of mouth, contacts with existing volunteers and connections with groups such as Bassetlaw Community and Voluntary Service (BCVS), for the two Church centres.

The primary focus of the Volunteer Coordinator will be to provide overall care for existing and all new volunteers assuming responsibility for their safe recruitment, induction, and supervision, whilst acting as the first point of contact for ongoing training and support needs.

Key duties will include:

- Enable current user groups to develop and thrive by providing a suitable and well supported volunteer team. (Volunteer numbers are presently low making several groups vulnerable)
- Identify and support new community activities through integrating new volunteers as necessary and as appropriate. (e.g., developing the performance space at the Grove Centre)
- Ensure volunteer skills and talents are utilised whilst challenging them to learn new skills and try different responsibilities. (e.g., administration, performing arts, hospitality, and leadership)
- Create and implement a robust and appropriate monitoring/recording system to collect key data and Management Information (MI) in line with the funding agreement and data/GDPR requirements
- Document and, where appropriate to do so, make photographic, written and/or audio records of the various projects that we are involved in, promoting these to help inspire others to volunteer whilst creating stories that can be used to satisfy existing and source potential new funders.

In addition, the Volunteer Coordinator will organise regular 'get togethers' for the volunteer team to thank and remind them of the positive impact that their contribution has on the local community.

**Other Duties:**

- Any other duties and responsibilities that are identified by the Line Manager which are within the capabilities and level of responsibility of the post holder and that enhance and develop the existing and developing mission of the Trinity Methodist Circuit.

**Training Requirements:**

- To fulfil the requirements and continue the development of the role there will be the need from time to time to undertake relevant mandatory training, as identified by the Line Manager.
- Any such training will be undertaken during contracted hours or, if this is not possible, recorded as time off in lieu (TOIL).

**Terms and Conditions:**

- This post is a part-time fixed term contract post, expiring 31/12/24..
- The post is not suitable for home or hybrid working.
- Working hours will be **12** per week to be worked flexibly and agreed in advance with the Line Manager. To fulfil the role, it is recognised that there will be from time to time the necessity for an irregular working pattern including elements of evening and weekend working.
- The rate of pay for this post is **£14** per hour.
- Annual leave entitlement for a full-time employee is 244.2 hours including public holidays. This is based on a full-time employee working 37-hours per week. Annual leave is calculated pro-rata for part-time employees. Based on a 12-hour flexibly worked week annual leave entitlement for this post is calculated to be **79.2** hours.
- There is a contributory pension scheme to which eligible employees will be auto enrolled. Lay Employees who do not meet auto-enrolment criteria are eligible to join the contributory pension scheme subject to certain provisions.
- All reasonable and agreed expenses will be reimbursed.
- At least two days free of responsibilities each week.
- Appointment will be conditional on and subject to:
  - Receipt of satisfactory references.
  - A satisfactory enhanced disclosure from the disclosure and barring service (DBS).
  - Completion of a satisfactory probation period of 6-months.

**Management:**

The Lay Employee will be appointed a Line Manager whose responsibility it will be to:

- Become familiar with the work of the Volunteer Coordinator.
- Determine priorities for the work, working with them to encourage appropriate and relevant responses to new challenges and opportunities.
- Monitor and evaluate progress and any training and development needs of the Volunteer Coordinator, offering necessary encouragement and support.
- Ensure access to continual professional development is provided.
- Ensure good and consistent communication lines between all involved stakeholders.
- Act as a "sounding board" to the Volunteer Coordinator.

**Job Title:** Volunteer Coordinator (Contract ends 31/12/24)  
**Lay Employee in:** The Trinity Methodist Circuit.  
**Employed by:** The Trinity Methodist Circuit.  
**Location:** The role will be split across two church and community sites with office space and appropriate facilities provided at both:
 

- o The Crossing Church and Centre, S80 2AT.
- o The Grove Church and Centre, DN22 6LB.

|   | Requirements | Method of Assessment |
|---|--------------|----------------------|
| Willingness to undertake regular and/or ad-hoc training that is identified as relevant and necessary to the role by your Line Manager.  | Yes          | A, I                 |
| Computer Literate. Able to use Microsoft packages and be proficient in using different social media platforms effectively.  | Yes          | A, I                 |
| Experienced in safely recruiting and developing volunteers.   | Yes          | A, I                 |
| Experienced in the delivery and development of community projects.  | Yes          | A, I                 |
| Understanding of how to implement an appropriate monitoring and recording system to collect key data and Management Information (MI) in line with the funding agreement and data/GDPR requirements. | Yes          | A, I                 |
| Good communication and inter-personal skills, able to demonstrate a professional, approachable, and sensitive style.  | Yes          | A, I                 |
| Able to build networks, working collaboratively stakeholders, identifying opportunities through effective community engagement.   | Yes          | A, I                 |
| Awareness and understanding of issues of confidentiality with a commitment to maintain appropriate confidences.   | Yes          | A, I                 |
| Able to motivate self and others, particularly volunteers.  | Yes          | A, I                 |
| Demonstrate awareness of and a sensitivity to issues of Equality, Diversity, and Inclusion in all aspects of life.  | Yes          | I                    |
| An understanding of the importance of and a commitment to adhere to Methodist policies around safeguarding, GDPR and data protection.   | Yes          | I                    |
| Commitment to continue professional development and to undertake relevant training where identified necessary by your Line Manager.   | Yes          | I                    |
| Satisfactory disclosure from an enhanced check by the Disclosure & Barring Service (DBS).   | Yes          | DBS                  |

A: Application form    I: Interview    P: Presentation    G: Group Exercise    Q: Qualification

**Disability:**

Please let us know if you require adjustments making at any stage or to any aspect of the application process or provide us with any information that you feel relevant whilst we consider your application.

If you are selected for interview, we will ask if you have any access needs or if you require any reasonable adjustments to be made for the interview. Please be assured that we will be supportive in discussing reasonable adjustments at all stages of this recruitment process. If you have any questions about the way that we are working, please do not hesitate to contact [hr@sheffieldmethodist.org](mailto:hr@sheffieldmethodist.org)

**Entitlement to work in the UK:**

Any job offer will be conditional, subject to confirmation that you are permitted to work in the UK in accordance with the provisions of the Asylum and Immigration Act 1996. You will be asked to provide evidence of your entitlement to work in the UK should any offer of employment be made.

**Experience, knowledge, skills, and abilities:**

The person specification lists minimum requirements for this post. When shortlisting, the selection panel will only consider information contained in your application form and assess this against the person specification.

**References:**

Any job offer will be conditional, subject to the receipt of satisfactory references. One should be from your current or your most recent employer, the second from a previous and relevant work experience. It is important that both referees are able to comment on your suitability to the role.

**Criminal convictions:**

Anyone who applies to work with us will be asked to disclose details of unspent convictions during the recruitment process. Having a criminal record does not necessarily bar you from working for us but this will depend on the type of job that you have applied for and the nature of the conviction.

**Data Protection:**

The information provided on the application form will be held in the strictest confidence. We process this information in line with our privacy policy. If you are successful in your application the information will be used to administer your employment with us. By completing and signing the accompanying application form we assume that you agree to the processing of your data in accordance with our privacy policy.

**Equality, Diversity, and Inclusion:**

Our aim is to have a workforce that reflects the diversity of talent, abilities, and skills drawn from across our community. In line with the Equality Act 2010, we will monitor the composition of our workforce to ensure it is representative and that staff are treated equally and fairly. Recruitment will be made solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job.

**Other Policies:**

We have a range of policies and processes in place to protect you, to protect us and to safeguard those who use our services. Should a conditional offer of employment be made you commit to work within and actively promote these at all times. They include, but they are not exhaustive to Health & Safety, Data Protection, the General Data Protection Regulation, Information Governance, Safeguarding, Performance Management, EDI and a range of Personnel and Financial Processes.