



Job Description

| | |
|---------------------------|---|
| Job Title: | Volunteering and Activities/Events Coordinator |
| Salary: | £8.50 per hour |
| Hours of Work: | 12 hours per week. A small amount of evening and weekend working will be expected in line with the nature of the job, for which TOIL can be taken. |
| Contract: | Contract until 31 December 2019, extension subject to further funding. |
| Probation Period: | 6 months |
| Line Manager: | Development Worker |
| Location Based at: | Hamara Centre, Rear of 158 Castleton Road, Preston, PR1 6QH. However, the job will require flexibility including out of office work within the community in Preston and the surrounding area. |
| Job Purpose: | To develop and co-ordinate PMF's volunteering and activities programme which involves volunteers in a range of projects and activities focussed on the organisation's needs. The Co-ordinator will recruit, train and support volunteers in a variety of roles across the organisation including liaising with external organisations to promote PMF's volunteering opportunities via a wide range of communication methods. Also, to plan and assist in delivering key PMF activities with project staff and volunteers for a wide range of audiences, to drive up participation and engagement. |

TASKS & RESPONSIBILITIES:

Volunteering

- To recruit volunteers from a wide range of backgrounds to participate in and support the delivery of all aspects of the organisation's services
- Target and ensure equal access for individuals from marginalised groups such as speakers of other languages, young people and people with disabilities
- Liaising with project staff to match volunteers with suitable volunteering opportunities and to induct new recruits
- To oversee and manage volunteer progression through monitoring and review processes, to ensure successful volunteering experiences and that volunteers receive sufficient support in reaching their goals
- To develop and maintain links with external agencies/partners to ensure update sign-posting and referral system to support volunteers with additional needs
- To work with staff to develop and improve new volunteering opportunities
- To ensure accurate record keeping of volunteering induction, registers, monitoring & evaluation
- To produce reports and feedback on volunteering monitoring and evaluation

Activities/Events

- To coordinate all aspects of 'Lets Celebrate' Event to event planning, including writing event plans, booking entertainment, equipment hire, licence applications and risk assessments etc
- To plan, manage and deliver key PMF activities with project staff for a wide range of audiences, to drive up participation and engagement
- To liaise with outside organisations to run events in partnership with PMF

General

- To act as line manager from time-to-time for individual volunteers supporting PMF projects
- To attend Staff Meetings and occasionally assist other staff with projects
- To be aware of and work to actively implement PMF's Policies, in particular Equal Opportunities and Health and Safety Policies
- Any other duties as requested by the Line Manager appropriate to the job.

Person Specification

Essential

- Excellent verbal, written communication and interpersonal skills with the ability to relate positively to users, staff, stakeholders and partners.
- Previous experience of volunteer co-ordination, working with a wide range of people
- Knowledge and understanding of relevant equal opportunities issues, particularly barriers to participation for certain sections of the community and how these might be addressed
- Experience of developing and maintaining relationships with local community groups, partner organisation, and other stakeholders
- Excellent organisational and time management skills with the ability to prioritise
- Experience of running events/activities
- Ability to use MS Office

Desirable

- Experience of working as part of a voluntary organisation
- Experience of coaching and or training

If offered this post, please be aware that you will be required to undertake a DBS check and need to be entitled to work in this country.

How to Apply: Please request and complete job application form and email to prestonmusliforum@live.co.uk or post to Preston Muslim Forum, Rear of 158 Castleton Road, Preston, PR1 6QH

Deadline: 10am, Monday 24 January 2017

If you are successful in getting through to the interview stage we will be in touch by **Tuesday 25th January, with interviews scheduled for 29th January 2017.** If this date is difficult due to prior commitments please contact us, we may be able to offer an alternative time.