


Be the Difference – Work for us and help change young lives

Volunteer Co-ordinator

 Harpurhey, Manchester

 32 hours per week

 £24,000-26,000 pro rata

We're looking for an experienced **Volunteer Co-ordinator** who can help develop and shape our volunteer offer to ensure that our charity is supported by a committed and diverse team of volunteers across all areas of delivery. Our **Volunteer Co-ordinator** will develop effective systems for the recruitment, training and retention of volunteers.

As our **Volunteer Co-ordinator**, you'll work in our busy **Manchester Youth Zone** ...

The Manchester Youth Zone first opened to young people in 2012 as an independent charity then named The Factory Youth Zone. Being located in the heart of North Manchester in Harpurhey enables us to reach those young people who need **"Somewhere to go, something to do and someone to talk to"**. We currently have around 2,100 members with over 1,000 visits by young people each week to the Youth Zone.

We work with young people aged 6-19 and up to 25 for those with additional needs, offering provision during the day for targeted young people and each evening for universal provision. The Manchester provides a timetable of positive activities, practical support and personal development opportunities, especially for those who are disadvantaged.

The Manchester Youth Zone has an excellent reputation in a number of areas including safeguarding, working with young people who are "at risk" of criminal exploitation, mentoring and employment skills. We have invested strongly in partnership working, becoming a community asset responding to the needs of young people and the local community of North Manchester.

We work with a number of youth organisations in North Manchester to develop and strengthen youth services in the area. As the largest single youth provider in North Manchester MYZ accepts its leadership responsibility for the sector in growing youth provision across the North in terms of quality and reach. We aim for a rich diversity of provision available to all young people and able to meet their needs.

If you're passionate about providing an exceptional service to young people and volunteers, we'd love to hear from you!

**STUFF
WE'LL
TRUST
YOU WITH**

YOUR RESPONSIBILITIES

- Develop a robust volunteer strategy which will provide demonstrable benefit to the Youth Zone.
- Work with the Head of Development to develop a strategy which sets out our approach to corporate volunteering to ensure we have an innovative and exciting volunteering offer for key corporate supporters allowing them to see the benefit of their involvement and create sustainable engagement.
- Attract and recruit volunteers who are able to enhance what the Youth Zone delivers and the impact it makes for our young people.
- Research potential sources of suitable volunteers and arrange recruitment opportunities.
- Interview potential volunteers to ensure suitability and match to a role, completing recruitment in line with the Volunteer Recruitment Policy.
- Support our staff to successfully manage and develop volunteers as part of their team.
- Co-ordinate and deliver the volunteer induction and training and ensure ongoing training and development of all volunteers, making maximum use of in-house skills and resources.
- In collaboration with the relevant team, carry out induction of volunteers and ensure they are embedded in role.
- Develop a suitable award system that ensures volunteers feel valued and rewarded by the organisation and organise celebration and / or volunteer social events.
- Line manage the reception team.
- Manage and support college and university student placements.
- Manage and support young people on school work experience.
- Manage and support European volunteers placed with the Youth Zone through the Erasmus European Solidarity Corps programme.
- Report to the Board of the Youth Zone on volunteering and the impact which they are having.
- Regularly attend youth work sessions to gain feedback from volunteers and staff to a) ensure that their contribution is improving the programme, and b) ensure that they feel that they are making a positive contribution and that their time is valued.
- Deliver training to the staff team on 'managing volunteers' and support volunteer supervisors as required.
- Maintain and update in line with legislation; policies, procedures and systems including risk assessments, relating to the volunteer programme as required.
- Maintain databases and undertake any other administrative duties as necessary.
- The role will involve working in the evenings and being part of the Youth Zone Leadership team

YOUR SKILLS & ATTRIBUTES

So what does it take to succeed in this role? We're looking for someone who genuinely wants to make a positive difference in the lives of our young people. The right candidate will have experience of coordinating volunteering programmes, also of managing, training and developing people.

We want you to be passionate about volunteering and able to deliver a high quality provision, as well as being able to think strategically and creatively, to plan, organise, manage and be a conscientious administrator.

QUALIFICATIONS

- Ideally you have a Level 3 (or above) qualification in Community Development, HR or working with young people ([Info here](#) for guidance), or equivalent demonstrable experience.
- It is desirable that you are trained in First Aid, we can train you if not.
- A driving licence that enables you to drive a minibus.

EXPERIENCE OF

- Ideally working in the voluntary sector.
- Ideally supervising and supporting volunteers.
- Developing teams of voluntary or paid workers.
- Collaborating with other charities/organisations to provide services to young people and/or volunteers

KNOWLEDGE & UNDERSTANDING

- Creation/development of volunteer teams who are committed to engaging and building positive relationships with all young people including disengaged and disadvantaged young people.
- Ability to develop, deliver and evaluate programmes of activities and services that are safe, fun and developmental.
- Ability to identify and challenge discrimination and discriminatory behaviour, taking appropriate action as necessary.
- Understanding of Safeguarding how it effects young people and the measure to safeguard them.
- The ability to deal with information in a confidential manner and respond with sensitivity.
- A flexible and non-judgmental approach to people and work.
- Ability to understand, follow and implement strategy, policy and procedure.
- Excellent interpersonal skills, with significant experience of building, managing and sustaining relationships with a wide range of people from all social and professional backgrounds.
- Knowledge of health and safety, data protection and safeguarding best practice and how these relate to the members of the Youth Zone.
- Self-motivated with an ability to be a flexible and supportive team member.
- Good organisational skills with an ability to prioritise work, meet deadlines and work effectively under pressure.
- Good admin and IT skills, and an ability to maintain records and produce clear written and oral reports.
- An ability to use initiative and think creatively.

THE OTHER STUFF

- Willingness to drive a minibus would definitely be a bonus!
- Excellent attention to detail and communication skills
- The capacity to inspire and motivate others.
- Strong interpersonal skills and the ability to deal with a diverse range of people.
- High level of personal integrity and professionalism.
- Commitment to personal and professional development - we love ambition!
- Interested in the developing the voluntary youth sector in the North of Manchester.

**STUFF
YOU TELL
PEOPLE
ABOUT**

BENEFITS & GOOD STUFF



ONSITE GYM

For gym bunnies or fitness fanatics



PAID R&R

25 days paid holiday (pro rata) plus flexible statutory holidays



PENSION

4% employer contribution after your first 6 months, but you pay 5% too...



LIFE INSURANCE

We got you covered, fingers crossed you don't need it!



LUNCHES

We have a great café and all staff pay only £1.50 for lunch!



INCOME PROTECTION & OCCUPATIONAL HEALTH

In case you're under the weather

In accordance with our Recruitment and Selection Policy, we are not able to accept applications from current or former members, Young Leaders or regular service users for safeguarding reasons, for a period of at least one year since they last attended Manchester Youth Zone (nee The Factory Youth Zone) in this capacity.

All internal applicants will be guaranteed an interview, though will be assessed to the same criteria as external applicants and so are encouraged to submit a full and thorough application.

In accordance with our safeguarding procedures, this position requires a DBS check.

The Manchester Youth Zone is an equal opportunities employer and welcomes applications from all sections of the community.

Application Information

- Deadline** 12 Noon, Wednesday 26th June 2019
- Interviews** Friday 5th July 2019
- Apply** Download the Application Form from www.manchesteryz.org/vacancies
We will not consider any application which is not submitted on this form.
- More info** Please contact Tracy Sparkes Head of Business
tracy.sparkes@manchesteryz.org
0161 203 5333
www.manchesteryz.org

THE BORING (but important!) STUFF