

APPLICATION PACK

OCT 2020

POST – VOLUNTEER COORDINATOR

Dear Applicant,

Thank you for your interest in the position of Volunteer Coordinator at Paul's Place.

Paul's Place is a charity that enhances life for physically disabled adults. We do this by providing social activities that connect people, reducing isolation and giving people the opportunity to develop new skills, enjoy new experiences and live life to the full.

Established in 1995 the charity has supported hundreds of physically disabled adults and those with cognitive and sensory impairment. The charity launched an ambitious five-year strategy at the start of 2020 that aims to see the charity support more physically disabled adults across South Gloucestershire and Bristol.

COVID-19 has had an impact on the milestones within the strategy and further highlighted the inequalities that physically disabled people face. Our ambition to grow, according to the needs of our service users, remains at the heart of the strategy as does our desire to enhance our volunteering offer. You will be a key addition to the team to make this happen as we work towards our strategy as well as recover from the impact of the pandemic.

The Volunteer Coordinator is a newly created post introduced to help us build our volunteering offer. The new role will be responsible for the recruitment, training and managing of our volunteers and you will work closely with other team members to ensure that there are fulfilling volunteering opportunities that we can promote.

You will have experience in managing others and knowledge of the complexities of a small charity and an understanding of volunteering.

If you are interested in applying, please send a CV, with a covering letter **highlighting your skills and experience against the person specification (no more than 3 sides of A4)** to dcheesman@paulsplace.org.uk by midday on Friday 27th November 2020. **You should note that CVs received without a covering letter will not be considered.**

For your information, interviews for this post will be held on Friday 4th December 2020 (we are currently expecting these to be held via Zoom)

If you would like to speak further about this role, please contact Daniel Cheesman our CEO on 07501767488 or email dcheesman@paulsplace.org.uk

Thank you for the interest that you have shown in Paul's Place and we hope to hear from you.

Job Description

Title:	Volunteer Coordinator
Reports to:	Operations Manager
Remuneration:	£21,164
Hours:	14 hours per week
Based:	Paul's Place, Coalpit Heath Cricket Club, Bristol, some home working
Terms:	Permanent, 25 days annual leave entitlement plus bank holidays (based on a full-time equivalent), occasional weekend and evening working
DBS Status:	Enhanced DBS with appropriate barred checks

ROLE PURPOSE

To manage the team of volunteers at Paul's Place who support projects and services within the charity. To manage and develop the team of volunteers at Paul's Place to ensure that consistent support systems are in place to support volunteers and Members alike.

MAIN DUTIES	
Supervision	<ul style="list-style-type: none"> To be responsible for supervision of the volunteers at Paul's Place, overseeing their learning, development, and training. Carry out one to one meetings with volunteers. Design volunteer rotas to ensure that volunteer support is in place to support Paul's Place project and services. Manage any volunteer issues with the Operations Manager.
Organisational Responsibilities	<ul style="list-style-type: none"> Ensure that all volunteer contact details are up-to-date, and all volunteer details are entered onto the CRM system. Support Operations Manager with activity planning and considering volunteering support roles. Prepare volunteer rotas to meet the needs of Paul's Place projects and services.
Service Delivery, Quality Assurance, Monitoring and Evaluation	<ul style="list-style-type: none"> Ensure all volunteer related paperwork is completed and volunteer record management systems maintained. Ensure all volunteers training records are up-to-date and that volunteers have completed all necessary training and are adhering to all policies and procedures. Ensure that all requirements are in place relating to volunteering quality assurance and making Paul's Place a meaningful volunteering opportunity.
Relationship Management	<ul style="list-style-type: none"> To develop professional relationships with staff, volunteers, members, Trustees

	<ul style="list-style-type: none"> • Ensure all volunteers adhere to the Paul’s Place Professional Boundaries Policy and ‘live out’ the values (inclusive, encouraging, empowering, caring, and friendly) • Liaise with other organisations, such as local business, universities, and colleges to promote volunteering opportunities. • To promote volunteering opportunities and be responsible for the recruitment and training of all Paul’s Place volunteers.
General duties	<ul style="list-style-type: none"> • Attend line management supervision, team meetings and annual appraisal. • Keep up to date with issues and developments within the disability community. • Attend mandatory safeguarding training and refresher sessions, as well as other relevant staff development/ learning sessions. • All staff may be asked to undertake other duties and responsibilities as determined by the CEO or Board of Trustees.

Person Specification

EXPERIENCE		Essential (E) / Desirable (D)	How assessed
1	Experience of recruiting, managing, and working with volunteers either in a paid or voluntary capacity	E	I/A
2	Experience of designing/delivering volunteer led community projects	E	As/I
3	Experience of report writing	E	I
4	Experience of training groups of people	D	I
KNOWLEDGE			
1	Knowledge of what motivates individuals to volunteer and a knowledge of the requirements that people have to take on a volunteer role.	E	As/I
3	Knowledge and understanding of the disability and the challenges that disabled people face in line with knowledge of equality and diversity.	D	I
4	Knowledge of how to plan for volunteer led projects.	D	I
SKILLS			
1	Proven project management skills and ability to carry through tasks to a deadline.	E	A/I
2	Problem solving skills and the ability to think creatively	E	I
3	Excellent verbal and written communication skills	E	A/I
4	Proactive and able to use own initiative, working with minimal supervision, within a defined work-plan.	E	I
5	Confident using IT and familiar with Micro-soft office packages	E	I
QUALIFICATIONS			
1	Educated to an A Level standard with a good level of English and Maths	E	I

How assessed

I – Interview

A – Application Form

As – Assessment

ABOUT PAUL'S PLACE

WHO WE ARE

Paul's Place is a charity that enhances life for physically disabled adults. We do this by providing social activities that connect people, reducing isolation giving people the opportunity to develop new skills, enjoy new experiences and live life to the full.

Our vision is a world that embraces disability and includes everyone, ensuring that all people can live their life to the full.

Our mission is to enhance the lives of physically disabled adults and those with cognitive and sensory impairment, supporting them to live life to the full. We do this through projects and activities that:

- Provide social activities that connect people, build friendships, reduce loneliness and isolation;
- Encourage people to develop new skills and achieve independence;
- Develop opportunities for people to improve their health and wellbeing.

Our values are that we are:

- **Inclusive** – we are inclusive and recognise that no two people are the same. We celebrate and promote the diversity of everyone.
- **Encouraging** – we are encouraging and promote new opportunities and experiences that take people out of their comfort zone.
- **Empowering** – we are empowering and believe that everyone has the right to 'choice and control' when it comes to their own lives.
- **Caring** – we are caring in everything that we do and ensure that everyone is treated with dignity and respect.
- **Friendly** – we are friendly with everyone and strive to ensure that there is an element of fun in all that we do.

OUR SERVICES

Our current services include:

- Paul's Place Daily
- Paul's Place Socials
- Paul's Place Boccia
- Paul's Place Sports
- Paul's Place Carers (There2Care)

OUR HISTORY

The Paul's Place journey began in 1995, when a group of friends led by Paul's Place founder Kath Aldom MBE, got together to form a club where physically disabled adults could meet to socialise.

At first the group met once a month, but due to growing numbers and over a short space of time, the first 'daily' activities began with our first home at The Miners Social Club at Coalpit

Heath. The membership of Paul's Place continued to increase, and we quickly outgrew the space available at The Miners and were soon looking for a new home.

In 2007 Coalpit Heath Cricket Club offered Paul's Place the opportunity to relocate. Growing numbers meant that Paul's Place continued to expand and in 2011, due to the fantastic fundraising efforts of all at Paul's Place, the Paul Willmott annex at Coalpit Health Cricket Club was opened. The annex provided more facilities and has allowed the charity to support more people. A People's Lottery Grant soon followed which paid for an external ramp that made the outside space accessible to wheelchair users.

Paul's Place was registered as a charity in 1997 and remained an unincorporated organisation until January 2020 when Paul's Place became a limited company alongside a charity. At this time, our official and legal name became Paul's Place (South West) although we are still known simply as Paul's Place.

Paul's Place would not be the organisation that we are without the vision, determination, and efforts of the founding members and all those who have supported the charity along the way.

PAUL

Paul's Place got its name in a rather unusual way. Back in 1995 when the group was formed, a young disabled man Paul Willmott was part of the initial conversations about the group.

He was keen to be part of the club, as he, like the other founding members wanted to see a social group set up for them and a club that they could own. Sadly, Paul died just as the club was forming. As a tribute to Paul the other founding members decided, that in his memory, the group would be known as Paul's Place. Paul's family have continued to support the charity over the years and are so pleased that Paul lives on through the charity.

Today, 'Paul' embodies anyone using the charity, regardless of gender or disability as we are a people-based, disability-led charity and continue to replicate the ethos of the original club.

BOARD OF TRUSTEES

Paul's Place is governed by a Board of Trustees (Directors of the Company), this consists of up to 11 elected Trustees, and is currently chaired by Steve Howells.

More information about Paul's Place, our strategy and latest accounts can be found on www.paulsplace.org.uk

STAFF BENEFITS

Financial Benefits

- Real Living Wage Employee
- 3% employee pension contribution
- Free parking

Wellbeing

- 25 days annual leave
- Employee Assistance Programme (free, 24 hours)
- Home working & flexible working considerations

Training and Development

- Full induction
- In house training
- Training and Development Policy, with time off to study

GDPR AND OUR APPLICATION PROCESS

DATA YOU SHARE WITH US

Any data that you share with us in your CV and supporting letter will be used for recruitment purposes only. We have a legitimate interest to some of this data to shortlist your suitability to the post.

WHO WILL SEE THE DATA

The only people viewing the data will be those receiving the application, those shortlisting for the post and those on the interview panel. Should you be offered the post, then the Administration Officer will then have access to your data to set up the HR systems that are required for the role.

WILL WE SHARE YOUR DATA?

Your data will not be shared outside of Paul's Place. It maybe that an external stakeholder is invited to be on the interview panel and in this instance, systems will be put in place to ensure that data does not leave Paul's Place.

WHERE WE FIND CANDIATE DATA

The only data that we would have about you is anything that you chose to share with us through your application form.

HOW WILL WE PROCESS YOUR DATA

Your data will be sent to us via email and will be kept on our shared drive for the purposes of shortlisting and, if shortlisted interview. Those shortlisting will have access to the shared drive and in the instance of an interview a copy of your CV and covering letter maybe printed in a hard copy for interviewers to look at. Any data that identifies you would be omitted from any hard copies printed and all copies would be destroyed after the interview process.

HOW LONG WILL WE KEEP YOUR DATA

All data will be kept for one month after the shortlisting and interview process, after this time it will be destroyed. Should you be offered employment then this data may be transferred to your HR file.

YOUR RIGHTS

You have the right to be forgotten, to rectify or access the data we have about you, to restrict processing, to withdraw consent and to be kept informed about the processing of your data.

HOW WE PROTECT YOUR DATA

Our general privacy policy can be found <https://www.paulsplace.org.uk/privacy-policy/>