

JOB DESCRIPTION

Job Title:	Salford Youth Alliance Volunteer Development Officer
Grade:	SCL Grade 4
Responsible to:	Salford Youth Alliance Project Co-Ordinator
Location:	Little Hulton / Walkden
Responsible for:	Volunteers
Hours of Duty:	2 years fixed term contract with possible extension. 36 hours per week worked over 7 days (wherever possible, a 5 day week will be worked). Actual hours will be determined by business activity but will include regular evenings and weekends for which no enhancements will be paid
Purpose and Objectives of Post:	

To take responsibility for the Salford Youth Alliance volunteer and training programme linking in with key local partners and services. Within this role you will play an integral part working with partners to identify new and innovative ways of recruiting, retaining and supporting volunteers.

Main Duties and Responsibilities:

1. Recruit and manage young people accessing the Salford Youth Alliance Volunteer programme.
2. To explore innovative methods to raise the activity levels of disengaged young people via a volunteering and training programme.
3. Under the guidance of the Project Co-ordinator, be aware of, focus on and engage with the community; ensure that all services which are delivered achieve agreed outcomes and standards, building a structure to coordinate youth volunteering opportunities.
4. To build relationships with local businesses, colleges, schools to enhance opportunities available to young people.
5. To assist in the development and co-ordinate the implementation of the youth alliance volunteer induction and work experience programmes.
6. To work with the youth alliance coordinator to continually assess and review the training needs and opportunities of young people.
7. To mentor young people ensuring their needs and requirements are met via the youth alliance and to provide opportunities that will improve young people's confidence, raise

aspirations and provide skills and experience.

8. Under guidance of the Project Co-ordinator, be aware of, focus on and engage with the community; ensure that all services which are delivered achieve agreed outcomes and standards, building a structure to coordinate youth volunteering opportunities.

9. The Volunteer Development Officer will be responsible for developing and maintaining effective partnership working, attending relevant meetings within the area.

10. Provide clear leadership for volunteers and young people.

11. Represent the youth alliance at relevant equity forums and meetings with partners to promote and develop opportunities for the project.

12. To work with partners, to identify new and innovative ways of recruiting, retaining and supporting volunteers.

13. Develop and manage appropriate systems and reporting procedures for the effective monitoring and evaluation of all volunteers.

Corporate Responsibilities

1. To ensure high levels of professional conduct at all times, with particular reference to punctuality, dress, presentation and administration.
2. To ensure that customer care is the major priority for service provision.
3. To ensure the service is promoted efficiently, effectively and in keeping with the corporate image of Salford Community Leisure.
4. Considerable importance is attached to the public relations aspect of all work undertaken by Salford Community Leisure staff. It is expected, therefore, that the post holder will at all times project to the public the image of Salford Community Leisure as being keen to assist wherever possible, and positively promote the work that SCL does across its various services
5. SCL expects all its employees to have a full commitment to the SCL's Equal Opportunities Policy and acceptance of a personal responsibility for its practical application. All employees are required to comply with and promote the policy and to ensure that discrimination is eliminated in the service of SCL.
6. To ensure all information received and disseminated, whether verbal or written, concerning all employees, prospective employees or clients, is treated in the strictest confidence, and that all such information held is regulated and controlled in a similar manner
7. To act at all times with due regard to Salford Community Leisure's Health and Safety Policies and related Codes of Practice

Review Arrangements

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, SCL will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Date, Job, & Description Prepared/Revised:

Prepared by:

Agreed by Post holder: