



Volunteering Officer Recruitment Information

Oldham

September 2023

Thank you for your interest in the role of **Volunteering Officer**. This document includes key information about the role, our pilot project that this role will drive, and how to apply.

About the “Volunteering into Employment” Pilot Project

Volunteering can be an important first step in supporting an individual on their journey to paid employment, providing an opportunity for individuals to learn new skills and to gain confidence and experience in a workplace environment.

Individuals who are unemployed and claiming Universal Credit are able to use up to 50% of their job search and preparation hours engaging in volunteering. Hosted by Action Together and working in partnership with DWP Oldham our pilot will look to more thoroughly embed this volunteering offer within the system; the Volunteering Officer will work in-place within Oldham’s Job Centre acting as the single point of contact around volunteering, raising the profile of volunteering amongst Job Centre staff and working closely with individuals to support them on their volunteering journey.

Job Description	Volunteering Officer
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Grade: NJC Grade 4 Scale Point 9 £12.39 per hour (£13,530 per annum)	Line Manager: Volunteering Development Coordinator
Hours: 21 hours per week	Period of contract: 12 months
Location: Oldham	Secondments: We are very open to secondments to this role, or an alternative way to achieve the outcomes if you have one in mind.

Purpose of the post:

With funding secured from the Oldham Poverty Action Network (PAN), and with wider national collaboration from the Poverty Truth Commission, Action Together are recruiting a part time Volunteering Officer role in Oldham as part of a test and learn phase of the PAN.

You will be employed by Action Together, but be based primarily within Oldham Job Centre, working closely with Job Centre work coaches, and offering 1:1 and group support to individuals as they begin their volunteering journey with a view to securing future employment.

If you're passionate about making a difference, this is a great opportunity to contribute to an exciting pilot looking to address the underlying causes of poverty and to support individuals on their journey to paid employment.

- The main things you will be asked to do in this role;**
- To work in-place within Oldham's Job Centre, acting as the single point of contact for volunteering
 - Delivering 1:1 support to individuals interested in volunteering; through use of Action Together's online brokerage service working closely with individuals matching them with suitable volunteering opportunities, and offering support throughout the process
 - Working in partnership with Job Centre work coaches to support individuals to achieve their goals around volunteering and future employment
 - Deliver group sessions to those interested in volunteering, highlighting the benefits of volunteering and providing information around our offer of support and what to expect on the volunteering journey
 - Deliver outreach events within the community to increase awareness of our service and to raise the profile of volunteering
 - Develop strong links with volunteer-involving organisations to identify suitable volunteering opportunities and offering support during the recruitment process
 - Record activities through our CRM system to allow for accurate monitoring and evaluation,

informing progress reports for the Oldham Poverty Action Network and for the Poverty Truth Commission

General asks of everyone that works as part of the Action Together team

- Love our values and want to see them develop in the work you do
- Enjoy working with people and seek opportunities to develop yourself and others
- Help us to achieve our strategic aims and priorities contributing your skills and experiences to varied aspects of what Action Together does
- Contribute to make Action Together a great place to work, one that is inclusive and sees the potential in us all
- Help us when we need it to do other projects and work that is important to achieving our strategic aims
- Collect stories about your work and help us share the difference it makes
- Follow the usual rules that any employer would ask of you and adhere to Action Together’s policies and procedures including; safeguarding, health and safety; data protection; professional conduct etc.
- Be inclusive and work to combat all forms of discrimination and disadvantage, ensuring that the principles of equal opportunities and social justice are implemented in your work and to promote this to other organisations we work with.

<p>Person Specification</p>	<p>Volunteering Officer</p>
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We are looking for...

We are looking for a motivated and enthusiastic individual who is passionate about the contribution of volunteering to Oldham’s communities, and who is committed to social justice and collaboration. We are looking for someone who enjoys meeting and interacting with people from diverse backgrounds and communities, and who is able to champion the benefits of volunteering. We strongly welcome applications from those with lived experience of this journey.

We’re looking for people who are passionate and motivated to make a difference in communities and the lives of those affected by hardship and or crisis.

If you share these **values**, and the three Action Together values ‘Be True’, ‘Believe Its Possible’ and ‘Strengthen Others’, then it’s likely the rest can be learnt.

You may be able to demonstrate this through lived experience of hardship, or volunteering roles. You may have worked in this field before, or you might have knowledge of doing this kind of thing through your personal life e.g. caring for family, supporting friends and neighbours.

The ideal candidate for this role will be someone who...

- Is passionate about and understands the impact of volunteering on individuals, organisations, and communities
- Is adaptable and can work effectively and empathetically with people from diverse backgrounds and with varying levels of understanding
- Is an excellent communicator, able to build strong and trusting yet professional relationships with clients, as well as with partner organisations and stakeholders
- Is passionate about providing person-centred support to help individuals to fulfil their potential
- Is able to input data and create accurate records of their activities to support monitoring and reporting
- Is organised in their approach and able to prioritise their workload

Once you are in the role, we'll help you get to grips with the key pieces of information connected to this programme, including:

- Action Together's Civi CRM Database
- Action Together's Volunteer Brokerage Service
- The causes and impacts of inequality and of strategies to promote equality, diversity and inclusion.

How to apply:

If you would like to discuss this role in more detail, contact **Josie Bades**, Volunteering Development Coordinator at Action Together (line manager for the post). You can email, call or message whichever you'd prefer to arrange a time to speak about it further:

Josie.bades@actiontogether.org.uk

07719056760

To apply for this role, please complete the Application Form and submit it by the deadline via the job page on the Action Together website.

The decision to appoint the successful applicant will be based on:

- The completed Application Form
- A panel interview with representatives from the Oldham Poverty Action Network (ideally in person, but online can be arranged if better).
- Two references including at least one from a past or current employer, or professional who has supported you (e.g. case worker, social worker). The other can be from people someone you know, have volunteered with, or been involved in community projects alongside.

Postal applications may also be submitted, these should be sent in advance of the deadline and clearly marked 'Confidential, job application' to:

HR Dept
Action Together
80 Union Street
Oldham
OL1 1DJ

About you:

To help us monitor how effective our recruitment is, we would appreciate you completing this quick 2-min, online form: <https://forms.office.com/e/vJJm3VSm4T>

The information is completely anonymous and not linked to your application in any way.

Disclosure and Barring Service (DBS) check

This role will be subject to a basic DBS check, A positive Disclosure of Offences will not automatically bar an applicant from being appointed and suitable applicants will not be refused employment because of offences that are not relevant.

Working with Action Together

The Action Together team is vital in achieving the charities purpose - to maximise opportunities to create positive social change, promote social justice and harness social benefit; and to strengthen the voluntary, community, faith and social enterprise sector.

Action Together's values underpin all our activities. We want to be held to account on our values, as ways of working that we will always strive for. Our values should resonate with the perception and reality of working with, and for, us as an organisation.

Our values are to:

Believe it's possible - vision and ideas matter. We have confidence in the power of people and communities and strive to release their potential to create the widest possible benefits whilst promoting social justice;

Strengthen others - we work in ways that strengthen people, places and partnerships. We achieve this by working collaboratively, sharing skills and developing relationships between people, groups and agencies;

Be true - we are brave enough to share constructive insight in order to make progress. Our unique insight comes from our connections with, and amplification of, the diverse range of voices of people and groups that we work with.

As a member of the Action Together team you will also benefit from

- Flexible working opportunities
- Membership of SimplyHealth
- Ongoing professional development
- Cycle and tech loan schemes

For more information on the work that we do please visit www.actiontogether.org.uk

SUPPORTER

