

Fife Migrants Forum
Volunteer Co-ordinator

Job Description

This post is a temporary part time 15 hours per week until 31st March 2015 at £8.00 per hour.

The post-holder will:

Co-ordinate Volunteering Project for Wise2Money to enable community members to perform voluntary work in the Forum for a time limited period. This will involve providing on-going supervision of volunteers.

Deliver coaching and mentoring to volunteers to develop their skills and confidence and increase their employability whilst on placement at the FMF.

Facilitate the engagement of service users in volunteering activities which are provided internally and externally particularly those individuals who experience barriers in attempting to access such opportunities.

Record and monitor all referral to the project and maintain the projects databases, ensuring that all records are accurately recorded.

Be the main point of contact for the project and liaise with volunteers and service users and referring agencies with regard to overcoming language difficulties as a barrier to accessing mainstream advice agencies.

Perform a link worker role for external relationships with Partner organisations and attend meetings as necessary.

Develop and maintain effective links with relevant providers to make accessible to clients opportunities for education, training and employment and work placement opportunities.

Provide advice, information, guidance to the volunteers by having regular meetings and training sessions.

Organise induction meetings and training opportunities for volunteers, identifying where training is needed and arranging a program of opportunities to enhance their volunteering experience and move on into employment.

Signpost, direct and refer-on to appropriate intervention and support services those service users who indicate a willingness and need to receive other forms of assistance and support.

Formally consult with volunteers and service users on a regular basis in order to help evaluate the Forum provision of opportunities for skills development and establish what is required to better meet clients' and volunteers needs.

Monitor and record in a consistent and professional fashion all work performed and outcomes achieved with individual clients using the recording systems in place to allow us to be accountable to funders and other stakeholders.

The post holder will necessitate working effectively with migrant communities who experience barriers with debt, housing, welfare benefits or employment opportunities.

Attend staff and team meetings as required and provide input to the work which is being undertaken by the post holder.

Manage a small budget for volunteering expenses and events. Work towards organisation achieving quality kite mark Volunteer Friendly.

Perform any other relevant duties as required of the post.