

## **ROLE SPECIFICATION**

**Role Title:** Volunteer Co-ordinator

### **The Organisation:**

Gosport Heritage Open Days (GHODs) is a self funding voluntary organisation which, as part of the national Heritage Open Days initiative, projects manages an annual event which, for 4 days in every September, sees some 60 heritage sites in Gosport opened to the public free of charge. In 2015 there were over 12,500 visitors and the events were manned by over 350 local people. The tasks associated with arranging the event are conducted by a committee of about 16 people who are assigned to six working sub groups: Development, Events, Marketing, Funding, Projects and Web/IT. All people involved are volunteers or input voluntarily to GHODs in the course of their employment with other organisations.

### **The Role:**

A volunteer coordinator will manage all elements of volunteering within Gosport Heritage Open Days. The role involves assessing the varying needs of Gosport Heritage Open Days and then meeting those needs through the recruitment, placement, training and retention of volunteers.

### **Role Tasks:**

- Researching and updating volunteer policies and procedures.
- Raising awareness of the role and function of volunteering with GHODs.
- Liaising with Management Team of GHODs or with organisations for which they are recruiting volunteers (e.g. event organisers) to understand how they work, develop partnerships and assess their volunteering needs.
- Generating appropriate volunteering opportunities and role descriptions based on the needs of GHODs.
- Recruiting volunteers and ensuring they are appropriately matched for a position.
- Ensuring availability of appropriate induction, training and support services for volunteers.
- Monitoring, motivating, developing and assessing volunteers in their work.
- Celebrating volunteering by nominating volunteers for awards and organising 'thank you' opportunities.
- Maintaining information and undertaking any other administrative duties relating to volunteers

### **Technical Skills Required:**

1. Good spoken and written skills
2. Proficiency in basic IT:
  - Word (essential)
  - Excel (desirable)
  - PowerPoint (desirable)

### **Personal Attributes:**

1. Confident, personable and a good communicator.
2. Good leadership and ability to motivate
3. Willing to work under own steam but also with the Management Team

**Commitment:**

As this is a new role we have estimated a normal time commitment of between 2-4 hours per week. This may be more/less dependent on the time of year and any ongoing projects. Hours of work would generally be flexible.

Additionally, the Volunteer Co-ordinator will be asked to attend or feed a report into the monthly Management Team meetings (2 hours).

**Induction:**

In the first instance, the Volunteer Co-ordinator may shadow the Secretary and the Chair to familiarise themselves with the work and structure of GHODs. Office sessions are scheduled weekly at the home of the Chair or at The Discovery Centre. Once confident, the Volunteer Co-ordinator may prefer to work from their own home at a time which best suits them. They will be introduced to people involved in the six core areas of GHODs work and have time to assess organisational needs in agreement with The Chair.