**Job Description – Volunteer & Project Coordinator**

**Particulars of Appointment**

**Job Title** : Part timeVolunteer & Project Coordinator

**Location:** Office is based in Fishponds area of Bristol.

Volunteering could be around the BS postcode area.

Development is required in the N.Somerset area.

There is a requirement to travel with this post.

**Responsible to:** CPP management committee and line manager.

Post holder will work with the Development Manager.

**Summary: Main Purpose of the Job**

**Major Duties and Responsibilities:**

**Volunteer co-ordinator-**

1. Develop the policies and procedures around volunteering.
2. Lead, train and inspire volunteers to assist with the services of CPP.
3. Manage the performance of volunteers in various roles.
4. Support the charity to develop volunteers and ensure they are trained and supported.
5. Engage people with a wide range of experience to volunteer for CPP in a variety of roles.
6. Work closely with the management team to develop a volunteering strategy which will identify volunteering roles across the charity.

**Development Worker-**

1. Identify opportunities for expansion in North Somerset area
2. Take project forward depending upon results gathered.
3. Lead activities in N. Somerset area
4. Promote the charity in the N. Somerset area and extend our reach.

This job description is not exhaustive and highlights the main requirements of

the post holder.

The line manager may stipulate other reasonable requirements.

The job description will be reviewed regularly and may be subject to change.

**Other**

1. Attend supervision and team meetings as required
2. Participate in relevant training as and when required
3. Ensure the safety and security of members at all times
4. Work within CPP policies, framework and ethos
5. Post holder requires up to date DBS check

**Terms and Conditions of Employment**

**Hours: 21** hours per week

**Salary £31746 pro-rata**

**Length of contract:** permanent post

**Holidays: pro-rata 5.4 weeks** per annum

**Notice period:** 1 month after probationary period of 3 months

**Mileage-** mileage allowance is paid. Mileage incurred over and above the usual mileage travelling to and from the office base will be paid at a standard mileage allwance.