



Reg. Charity N^o: 1090241
C^o Ltd By Guarantee: 4273386

Volunteer Coordinator (Volunteer)

Role Description

Role Title:	Volunteer Coordinator
Area of work:	World Fire Fighter Games 2008, Liverpool
Office base:	SHQ and Games Village during Games
Responsible To:	Volunteer Manager

Role Purpose:

Part of a team of 10 that will recruit and manage the volunteer force for the WFG08. Each Coordinator will be responsible for between 150 and 200 volunteers and will interview and manage the recruitment of candidates allocated to them. The Coordinator will then assign each volunteer to specific events according to their wishes and the requirements of the Event Managers. The Coordinator will maintain contact with their volunteers to ensure continuing commitment and will provide a point of contact for them up to and during the Games. This is an important role in the management structure of the WFG08 and is key to the successful delivery of the Games. This is an exciting opportunity for role holders to develop and demonstrate man management skills in what will be high profile work.

Main tasks:

Volunteer Support & Recruitment

- Participate in the development of Recruitment Programmes.
- To interview and recruit volunteers recording relevant information in the volunteer database.
- Running induction sessions for groups of volunteers to instruct them in the role of a volunteer and what is expected of them.
- Liaise with Event Managers to ascertain their volunteer requirements.
- Assign each volunteer to specific events according to their wishes and the requirements of the Event Managers
- Maintain regular contact after recruitment and before the Games to maintain volunteer commitment.
- Ensure that clothing requirements for each volunteer are recorded and that all clothing is provided at the appropriate time.
- To offer volunteer support on a regular basis.
- Ensure that all catering requirements for each volunteer are met at all events where it is required.

Other Duties:

- Participate in the development of the Volunteers Handbook.
- To produce reports and accurate records of achievements by volunteers.
- Attend regular staff meetings to review team progress with recruitment
- To undertake any other tasks as may be deemed reasonable and appropriately connected to the project.

Confidentiality

To be responsible for maintaining confidentiality of information relating WFG08 volunteers and to the work of Fire Support Network.

Equal Opportunities

To be committed to equal opportunity principles and to comply with Fire Support Network's policies and procedures relating to equal opportunities.

General

To participate in regular staff meetings and to use all relevant learning opportunities to improve personal skills.

Hours of Work

Several hours per week until the start of the Games where the commitment will need to be greater so as to provide full daytime cover, by rota, for the Volunteer help Desk at the Games village.

The role-holder will be expected to adopt a mature and common sense approach to this arrangement.

Management Arrangements

The role-holder will be a Fire Support Network volunteer and receive line management for this role from the Volunteer Manager.



PERSON SPECIFICATION

The role holder should be able to demonstrate that they have the skills and experience in each of the following areas:

COMMON REQUIREMENTS OF ALL FSN POSTS:

Communication Skills

- To be able to understand and be understood by different groups and individuals in various situations.
- To be able to prepare and present both written and verbal reports to a high standard.

Interpersonal Skills

- To be able to form good working relationships with people from a wide range of social, cultural and ethnic backgrounds to enable you to achieve your goals and also to promote Fire Support Network's reputation.

Organisational Skills

- To be able to plan and organise your own workload and manage your time.
- To be able to set up and maintain appropriate systems for the management of your work.

Team Working

- To be able to contribute to the Fire Support Network team overall effectiveness, to share skills, expertise and ideas.

Information and Communication Technology

- To be able to use and have experience of using a word processor, database and spreadsheets.

Equal Opportunities

- To be committed to equal opportunities for everyone, i.e. people who have been treated differently because of their race, gender etc.

Voluntary Sector

- To have an understanding of the voluntary and community sectors, the context within which they work and their value base.

Essential Additional Requirements Specific to this Post:

- Self motivation and ability to work on own initiative
- The role holder must hold a full driving licence.

Desirable Additional Requirements Specific to this Post:

- Experience of working with voluntary and statutory agencies

