



## Volunteer Project Coordinator Job Description

Job Title:	Volunteer Project Coordinator
Team:	Engagement
Salary:	£25,500 per annum
Hours of Work:	Full time – 37.5hrs per week
Annual leave:	28 days plus bank holidays
Location:	Milton Keynes and Home Working
Contract Type:	Fixed term contract for one year (this is a pilot project with potential of extension depending on success and funding)
Reporting to:	Director of Engagement
Experience/Qualifications Required:	<p>Project administration, coordination or management experience.</p> <p>Demonstrable experience within a volunteering role is essential specifically in recruiting and supporting volunteers.</p> <p>Experience of monitoring evidence and impact to measure progress against agreed outcomes.</p>

### About Us

Based in Milton Keynes, PSPA is a national charity providing support and information to people living with Progressive Supranuclear Palsy (PSP) and Corticobasal Degeneration (CBD). These rapidly progressing neurological conditions are caused by the premature loss of nerve cells in certain parts of the brain, and like many other chronic conditions, there is currently no cure. However, many of the symptoms can be managed, and our mission is to provide everyone affected with PSP & CBD with information and support to enable them to lead the best possible life they can.

Raising awareness of these conditions amongst health and social care professionals since 1994, we also fund research into diagnosis and treatments, relying almost entirely on voluntary donations.

PSPA have been successful in securing funding from Global Make Some Noise to implement a new service supporting families affected by PSP & CBD in their local area.

We are looking for a dynamic, experienced Volunteer Project Coordinator to lead this exciting new project. This is a pilot project with a one-year contract so you will need to be flexible, innovative, proactive and organised.

### Key Duties and Responsibilities

Reporting to the Head of Engagement you will:

Create an inclusive recruitment campaign and promote widely across the UK

Proactively recruit, select and induct volunteers onto the new service.

Manage volunteer applications, interviews and inductions.

Be the first point of contact for local people interested in becoming a PSPA Link Volunteer and respond through all channels e.g., phone, email, social media.

Support and supervise Link Volunteers to ensure they have a rewarding and high-quality experience, including training, supervision, arranging team meetings and maintaining regular contact. It is important that volunteers have a great experience with PSPA.

Track volunteer appointments and ensure reports are submitted by volunteers in a timely manner and of the required standard.

Undertake regular monitoring and evaluation of the project plan to ensure it remains on track.

Supply volunteering data and evaluation for the Volunteer Link service to support funding bid writing and reporting. Report regularly on progress.

Travel across the UK will be necessary.

### Person Specification

	Essential	Desirable
Experience of project or programme management	✓	

Understanding of the voluntary sector and good practice surrounding volunteering involvement	✓	
Excellent communication, organisational and time management skills with the ability to effectively meet deadlines	✓	
Knowledge of safeguarding practices	✓	
Able to work effectively as part of a geographically dispersed team.	✓	
Excellent written and verbal communication skills with the ability to communicate effectively to volunteers, including on complex issues	✓	
Able to provide timely and accurate information on activities and plans	✓	
A commitment to helping those affected by PSP and CBD	✓	
Knowledge of PSP & CBD or other neuro-degenerative diseases		✓
Experience of analysing data and producing reports	✓	
The ability to build and maintain relationships	✓	
Strong IT skills and experience with MS Office products		✓
Knowledge of a Database system		✓

## Corporate duties

1. Ensure you comply with Health and Safety and associated workplace legislation including GDPR, data protection and information security and management requirements.
2. Contribute fully to team and staff meetings.
3. Display a commitment to equal opportunities and inclusion.
4. Promote the vision and goals of PSPA within your team and other employees.
5. Work within the performance culture at PSPA to consistently achieve your targets and the objectives in your annual appraisal.

6. Undertake any other reasonable duties requested of you commensurate with your role and the aims of the charity.