



Volunteering Development Officer

Fixed term post to 31st March 2026, subject to funding.

22.5 hours a week

Salary £27,744.00 pro rata

Background

Northumberland CVA, in partnership with our colleagues in North Tyneside and Newcastle, have been successful in securing funding from the National Lottery Community Fund until 31st March 2026, (subject to funding). VODA will act as the lead accountable body.

The ambition of this North of Tyne Partnership (North Tyneside VODA, Connected Voice and Northumberland CVA) is to establish the North of Tyne as an 'area of excellence' for supporting formal and informal volunteering. We will work with a strong partnership of organisations committed to building on the community response we have seen during the recent pandemic.

The Partnership will focus on:

- Developing innovative systems to support the effective recruitment and co-ordination of volunteers at scale
- Developing a strong system of support and collaboration for neighbourhood-level activity
- Developing and creating a strong employee-volunteering space, building on the excellent work of VODA in North Tyneside, enabling private sector organisations to support their local communities.

The project will work closely with organisations that have already expressed a keen desire to be involved, including North of Tyne Combined Authority, Newcastle Volunteer Centre and Volunteer-involving organisations across the North of Tyne footprint.

The Volunteering Development Officer will work collaboratively with our partners across the North of Tyne area, building on the information collated over the past six months to learn from each other's experiences, building on the volunteering experiences of people involved in volunteering during the COVID-19 pandemic and, in particular, on neighbourhood volunteering

We are seeking someone who can look at volunteering strategically. This is not about managing volunteers, or supporting volunteers. The successful applicant will have experience of working in partnership with external organisations, and will have a vision for volunteering development that encourages and promotes the value of volunteering to all sectors.

Job Description

KEY DUTIES AND RESPONSIBILITIES

Strategic

- To build on the learning gathered through recent consultation with volunteer-involving organisations to provide focus and direction to the partnership, working with colleagues to ensure that new approaches do not impact negatively on volunteers' experiences.
- To identify common challenges that can be tackled collectively during the lifetime of the project.
- To keep informed of local, regional and national policy issues impacting on volunteering and respond accordingly.
- To work with others across the region, to share good practice and explore further partnership working.

Operational

- To deliver a high quality service, responding to direct enquiries from local residents as well as via online platforms and through referrals made via others, linking into existing services where necessary.
- Developing innovative systems with partners and others, to support the effective recruitment and co-ordination of volunteers at scale.
- To promote volunteering at all levels, encouraging people to be involved at a local level, developing a strong system of support and collaboration for neighbourhood-level activity
- To maintain accurate records of volunteering activity for monitoring and evaluation purposes.
- To support new organisations to develop new opportunities to meet the changing needs of volunteering, ensuring good practice is maintained.
- Work with and building upon the exemplar work of VODA in developing and creating a strong employee-volunteering space, enabling private sector organisations to support their local communities.

Other

- To have access to regular transport and the ability to fulfil the travel requirements of the post.
- To contribute to the development of Northumberland CVA and all of its services.
- To work within the values, policies and procedures of Northumberland CVA
- To complete all monitoring and reporting, as required by funders and Northumberland CVA trustees
- To ensure equality and diversity principles and practices are implemented
- To undertake other duties commensurate to the post

Person Specification

ESSENTIAL	
1. Knowledge and experience	<ul style="list-style-type: none">• Previous experience of working at both strategic and operational levels• Experience of work with a range of partners• Experience of working in volunteer management• Experience of monitoring and evaluating work• Experience of producing reports
2. Skills	<ul style="list-style-type: none">• Excellent communication skills• Good organisational skills• Ability to work with other organisations across the sectors• Ability to work collectively and on own initiative• Ability to learn from and implement VODA's work with the private sector• Good IT literacy skills, including the use of databases• Ability to show initiative
3. Attitude	<ul style="list-style-type: none">• Commitment to principles and practices of equal opportunities• Commitment to the principles surrounding volunteering

Closing date for applications: Monday 31st January 2022 at 9am

Interview date: Monday 7th February 2022

If you have not heard by the interview date, your application has not been successful.