

## ROLE DESCRIPTION

*Safe Families for Children (Safe Families) is a faith-based charity with the stated aim of reducing the number of children entering the care system. Working with a large volunteer base, Safe Families assists families in crisis by offering respite care to children and befriending to struggling parents and carers.*

<b>Title:</b>	<b>Community Volunteer Manager</b>		
<b>Location:</b>	Salford & Manchester		
<b>Hours:</b>	24 hours per week including some Sunday working		
<b>Reports to:</b>	Senior Community Volunteer Manager	<b>Pay:</b>	£25k pro rata

### Role summary:

The Community Volunteer Manager is a key staff role with responsibility for building relationships with local churches to help establish Safe Families as a transformational tool they can use to serve their communities. Safe Families volunteers are able to connect with and support vulnerable people, giving them hope and enabling children to thrive. The Community Volunteer Manager is responsible for recruiting, training and supporting volunteers who can help meet the needs of families referred by the Local Authority.

### Responsibilities:

1. Building relationships with church leaders to introduce them to the work of Safe Families for Children and work with them to establish how it may fit within their mission to serve their local community.
2. Work with the churches to recruit, train and support their volunteers, taking them through the Safe Families “Safer Recruitment Process”.
3. Ensure that all volunteer information is entered onto the Safe Families database and kept up to date; following the approval process on the database.
4. Undertaking 1-2-1 suitability assessments for prospective volunteers.
5. Bring all volunteers to the Approval Panel, assisting the decision-making regarding whether volunteer applicants are given clearance to begin working with children and families.
6. Lead on the training of all volunteers; primarily this is through the monthly Saturday training day but will also include establishing ongoing training needs and an ongoing training program.
7. Networking within the community seeking to build partnerships and open up avenues for the recruitment of volunteers from faith and non-faith contexts.
8. Regularly giving compelling presentations to audiences of various shapes and sizes about the work of Safe Families
9. Assist prospective volunteers through the DBS process, including accurately checking ID.
10. Assist the Family Support Manager in communicating requests for support to the volunteer base, seeking to find appropriate volunteers to match with families in need.
11. Develop strategic partnerships with other charities and organisations.
12. Be a champion for the compassionate ethos of the charity, which is rooted in the historic Christian tradition of showing kindness and hospitality to those in need.
13. Participation in monthly team meetings at our St Helens Office.

## **Required qualifications, knowledge, skills and experience:**

- 👤 A confident and engaging public speaker
- 👤 An approachable, encouraging and informative leader of volunteers
- 👤 Being proactive and creative in generating opportunities in the recruitment of volunteers
- 👤 Experience in networking and relationship building with senior church leaders
- 👤 Ability to present Safe Families clearly and to facilitate the understanding of Safe Families by other agencies.
- 👤 Able to work independently, display initiative and bring creative solutions to challenging situations.
- 👤 Able to coach/mentor others from a place of Christian maturity
- 👤 Experience of volunteer management and project planning methods
- 👤 Good judgement in terms of sensing both character and skill in potential volunteers
- 👤 Can operate within a staff small team and be a team player
- 👤 Excellent interpersonal skills and emotional intelligence
- 👤 Ability to be reflective of own practice in order to ensure high quality of service and safety for children and their families
- 👤 Basic proficiency in using IT software, e.g. Outlook for managing calendar appointments
- 👤 Able to produce excellent written communication and to utilise social media effectively
- 👤 Competent at managing a range of administrative tasks surrounding the volunteer recruitment process and keeping our internal database updated.
- 👤 Happy working to targets and deadlines
- 👤 Flexibility in being able to work in some evenings and weekends
- 👤 Able to drive with own transport

## **Desirable knowledge and skills:**

- 👤 Experience of working with children and families
- 👤 Working knowledge of safeguarding principles
- 👤 Personal experience of community-based volunteering

## **Further notes:**

### **Safeguarding:**

Completion of the recruitment process would involve the candidate being screened through an Enhanced DBS check.

### **Occupational Requirement (OR):**

This post has been identified as having an “occupational requirement” under Schedule 9, Part I, paragraph 1 and 3 of the Equality Act 2010 where it is a requirement that this post be filled by a Christian (currently active and committed to the Christian faith). All candidates must evidence they support the vision and values of the organisation.

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