## **Job description: Volunteer Supervisor, self-employed**

## **Project: Wellbeing Connected Moray, March 2019 – February 2020**

## **Reports To**

## **Volunteer & Wellness College Coordinator / Social Movement & Enterprise Lead**

Works closely with Administration Support

**Project information**

Aiming to improve lives of those facing vulnerability and disadvantage in Moray by developing a new locality based holistic approach where the community helps itself. ‘Wellbeing Connected Moray’ will work across four localities (Cullen & Buckie, Elgin & Lossiemouth, Forres & Kinloss, Speyside) people will have better access to local wellbeing activity and services through the coordination of volunteers and organisations, and community activity such as outreach and creative events.

## **Job Overview**

With a strong track record of compassionate and value-led supervision of volunteers, this self-employed community development role supports our diverse team to deliver the objectives of project ‘Wellbeing Connected Moray’ and our social movement and enterprise.

## **Responsibilities and Duties**

The role is responsible for supervising and mentoring volunteers delivering one-to-one and group based activity. Working closely with the project Volunteer & Wellness College Coordinator who has oversight of volunteering activity.

* work as a valued team member to achieve objectives and requirements of the job, model the values of our organisation in your actions as a peer - compassion, authenticity and mutuality.
* monitor, support, motivate and accredit volunteers and their work
* have good awareness of the social movement and enterprise activity and current projects
* attend and complete appropriate training in peer-approaches, including supervision and mentoring as part of personal development
* maintain databases and undertake any other administrative duties
* support the Volunteer & Wellness College Coordinator in their role including to;
  + ensure there is appropriate support and training for volunteers,
  + research and write volunteer policies and procedures, including risk assessments
  + generate appropriate volunteering opportunities and role descriptions
  + promote volunteering (internally and externally) through recruitment and publicity
  + interview and recruit volunteers, ensure they are appropriately matched and trained

**Qualifications & skills**

Essential:

* strong interpersonal skills and experience in working with community members of diverse experiences and challenges
* proven experience of managing volunteers and a strength-based mentoring approach
* passion for peer-led social change and community empowerment
* excellent communication skills including around challenging topics
* the capacity to inspire and motivate others
* the ability to deal with information in a confidential manner and respond with sensitivity
* strong knowledge of your localities services and supports for wellbeing
* good organisational, administrative and IT skills and the ability to manage a variety of tasks maintain records and produce clear reports
* a flexible and non-judgemental approach to people and work.

Desirable:

* Qualifications in business and management studies, human resource management, social work, or youth and community work.
* Peer qualifications and experience: e.g. Peer 2 Peer, WRAP or PDA in peer support