## **Job description: Volunteer Supervisor, self-employed or flexible contract**

## **Project: Moray Peer Connectors Project, April 2019 – March 2020**

## **Reports To**

## **Project Coordinator / Social Movement & Enterprise Lead**

Works closely with Administration Support

**Project information:**

In four locality areas (Forres area, Elgin & Lossiemouth, Speyside, Buckie & Cullen), the project aims to harness life experiences in self-management and recovery to better connect, inspire and support community members as part of an integrated partnership approach in Moray.

## **Job Overview**

With a strong track record of compassionate and value-led supervision of volunteers, this community development role supports our diverse team to deliver the objectives of project ‘Moray Peer Connectors’ 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 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
* contribute to our ongoing Participatory Action Research approach by sharing regular reflections
* support the Project 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