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Job Description

Job Title	Volunteering for Employment Co-ordinator
Line Manager	Employability Manager
Location	Dumfries
Hours	35 hours per week
Salary	£22,957.60

Overview of the role

The purpose of Third Sector Dumfries and Galloway is to improve the quality of life of the most vulnerable and disadvantaged within Dumfries and Galloway. We do this by working with third sector partners and public agencies to identify communities of greatest need, design responses and create an environment for innovation and growth.

Our core services are:

- Helping third sector organisations start, develop and grow.
- Encouraging and involving volunteers.
- Finding suitable funding.
- Creating and delivering sustainable business plans.
- Identifying the best way to manage people and money.
- Connecting the sector with Community Planning, Employability and Skills and Health and Social Care Partnerships.

A recent development of our business plan is to develop and support third sector employability services through our Employability Team, led by our Employability Manager. TSDG is committed to increasing employment opportunities for people in Dumfries and Galloway through improving the capacity, scope and influence of third sector organisations. Our goal is to raise the profile of the third sector as a key partner in delivering employment outcomes in Dumfries and Galloway.

Job Purpose

As part of the Employability Team, the Volunteering to Employment Co-ordinator will work with the Employability Manager to support the development of work-based skills and personal development through volunteering.



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Main Responsibilities

- Support volunteer-involving organisations across the region to identify the volunteering opportunities available in their organisation that could support an individual to gain employment skills.
- Map and document volunteer for employment roles, helping individuals identify roles that would suit them.
- Promote the benefits of volunteering for employment to young people (under 25s) using language that engages with this age group across the region.
- Promote awards such as the Saltire Award to young people as opportunities to enhance job applications or further education entry forms.
- Raise awareness of SQA and other volunteering qualifications amongst volunteer involving organisations, volunteers and employers.
- Demonstrate the breadth of opportunities within the third sector which young people could participate in.
- Support secondary schools and further education establishments to promote the benefits of volunteering to their students for employment.
- Produce high-quality information materials designed to emphasise the employability aspects of volunteering.
- Work with support services that can offer mentoring and any other support required by the volunteers.
- Identify other opportunities to help volunteers progress into employment
- Support volunteers by identifying and accessing other opportunities relating to the employment pathway, including funding opportunities.
- Support in maintaining the volunteer web pages, which are the focus of volunteering activity in Dumfries and Galloway.

Team Working

- Link with the TSDG Volunteering Officer to deliver employment-related aspects of TSDG's volunteering strategy and action plan.
- Work with the Volunteering Officer to identify volunteering opportunities that could be potential work placements



Third Sector
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- Work with the TSDG Community Engagement team to include activities at TSDG roadshows and events to encourage and support volunteering into employment.
- Contribute to TSDG's response to Volunteer's Week.
- Provide the TSDG Communications Manager with material to promote volunteering for employment.
- Develop relationships with other agencies with an interest in encouraging volunteering for employment, such as the national TSI Volunteer Forum.
- Provide information gained from events and partner engagement for use in TSDG Communications and the TSDG database.
- Liaise with TSDG staff to provide information regarding volunteering for employment.
- Using lessons learned, contribute to the continuous improvement of TSDG activities.
- Record information, monitor and report on progress of project through regular updates with Employability Manager.

Key Contacts

The post is responsible for actively promoting and representing TSDG by working with a broad range of stakeholders, including:

- Volunteer involving organisations
- National intermediaries and other TSIs
- Local authority and the NHS and Health and Social Care Partnership

Person Specification

Skills, Knowledge & Experience	Essential	Desirable
Able to plan and co-ordinate a programme of events	x	
Plan and manage workload	x	
Active listening skills	x	
Ability to capture and analyse information	x	
Report writing skills	x	
Broad knowledge and understanding of the third sector	x	
Ability to work as part of a team, share knowledge and benefit from experience of others	x	
Ability to work collaboratively with internal and external partners	x	
Ability to use email, create documents and spreadsheets	x	
Personal experience of volunteering		x
Education/Qualifications		
Good standard of Education		x



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Other Requirements		
Valid driving license and access to a car with business insurance for work purposes	x	
Self-motivated	x	
Committed to improvement	x	

This project is funded by the UK government through the UK Shared Prosperity Fund.