

REGIONAL DIGITAL VOICE VOLUNTEER COORDINATOR

JOB DESCRIPTION



1. JOB DETAILS

Job Title: **Regional Digital Voice Volunteer Coordinator**

Reporting to: **National Project Manager**

Location: **2 roles – one to be based in each of the following areas: the East of England (0.8FTE), North West of England (0.8FTE)**

The role will require travel locally and some wider travel. Therefore, our ideal candidate would have a full, clean driving licence and access to a car.

Salary: **Circa £26-28k FTE**

Holiday: **25 days per annum FTE**

Probationary period: **The post is subject to a one-month probation period**

2. JOB PURPOSE

To be responsible for the development, coordination, and delivery of Neighbourhood Watch's partner project involving Neighbourhood Watch volunteers within one of the regional areas. Delivering training to volunteers so they can deliver information sessions to community groups. Organising community events where information sessions are delivered by volunteers. Ensuring information sessions are delivered to the highest and consistent standards, and that feedback requests are acted upon swiftly.

3. HOURS OF WORK

Hours of employment are:

- East of England 0.8 FTE (28 hours per week)
- North West of England 0.8 FTE (28 hours per week)

All on a fixed term 12 month contract. Core hours are 10am-12pm and 2-4pm with an unpaid lunch break.

4. WORK CONTEXT

Neighbourhood Watch is the largest crime prevention community in the UK.

Neighbourhood Watch Network (NWN) is a Charitable Incorporated Organisation (CIO), and its Board of Trustees are responsible for the governance of the organisation. The small staff support team are employed to deliver the strategic plan of the Board and to support volunteers across the movement. NWN acts as the strategic voice for the movement and supports volunteers across England and Wales to work with the police and other agencies to build safer and stronger communities.

Current estimates suggest that 2.3 million households are involved in the movement across England and Wales, with 90,000 coordinators running schemes across England and Wales.

The strength of Neighbourhood Watch is in its engagement of local people to be active within their communities. The role of this post is to support NWN in its development of new ways of working in which our members, local organisations, community groups and individuals within their local community can be actively involved in reducing crime and ensuring support for victims.

5. MAIN ACCOUNTABILITIES OF THE POST

- Be a proactive team member at Neighbourhood Watch, to ensure the cohesive and coordinated day to day activity of volunteers involved in regional information events.
- Be responsible for recruitment, support and training of these regional volunteers.
- Together with the Project Manager, select locations for information events, organise venue bookings, promotion, and transportation of any marketing collateral necessary. Wherever possible undertake pre-event visits to the chosen locations to ensure that local publicity is in place to maximise turnout.
- Conduct screening, induction and organise training for the volunteers.
- Development an on-going review of volunteer resources including recruitment, induction and training packs.
- Developing key links with community groups to develop volunteering within Neighbourhood Watch.
- Support and motivate volunteers to ensure they are key supporters of Neighbourhood Watch's ethos.
- Attend regular service delivery meetings.
- Monitor costs and the reimbursement of expenses incurred by volunteers. Conduct monitoring and evaluation of activities by volunteers.
- Ensure effective feedback after activities delivered by volunteers are received, recorded and shared with relevant staff. Maintaining databases and accurate records including: monthly reports, activities data.
- Any other task requested by the manager that can reasonably be expected of the postholder.
- Adhere to all Neighbourhood Watch's policies and procedures.

6. ESSENTIAL EXPERIENCE, SKILLS & BEHAVIOURS REQUIRED

Neighbourhood Watch is looking for someone who can develop a strong volunteering base and support them. The ideal candidate will be a good self-starter and have exceptional interpersonal skills with the ability to inspire and recruit excellent volunteers and mentors who can contribute to the work.

The successful applicant will be motivated and passionate about the work that Neighbourhood Watch does and the positive effect it has on the community. They will be very approachable and enjoy working as part of a wider team but also able to manage their own time and workload. The successful applicant will need access to transport. The successful applicant will have a personal style that is in line with Neighbourhood Watch's vision and values. Someone who is supportive, approachable, responsible, reliable, and personable.

They will be passionate about the role of volunteers within the crime prevention community.

Who you are:

You will be passionate about the role of volunteers within the crime prevention community, a proactive team member who is enthusiastic about volunteering and can motivate and inspire a team of volunteers.

You'll be good at:

- communicating vision and values to individuals and large groups
- recruiting and inspiring
- volunteers
- managing your own time and workload
- working in a geographically dispersed team

You'll be:

- passionate about the role of volunteers within the crime prevention community
- very approachable, responsible, reliable and personable

You'll have

1. A strong and demonstrable commitment to the aims and values of Neighbourhood Watch.
2. A clear understanding and demonstrable commitment to promotion of equality and diversity

You'll have experience of:

- Coordinating volunteers

How to apply

Please apply through Charity Jobs by submitting your CV and a covering letter up to 2 pages, detailing how you match the criteria in the job description and person specification.

Applications close: 19 June 2024

Interview date: TBA