



**Could you be our
Volunteer Coordinator?**



Who We Are

Do you believe in a world where we all belong?

OUR COMMUNITY

L'Arche Liverpool is an energetic Community. We provide support to people with learning disabilities. Our services include supported living accommodation, and The Ark Day Service, our Community Hub.

We pride ourselves on being a place of welcome and kindness. We support people to build relationships, share our skills and gifts, and be a beacon of hope and diversity.

DIVERSITY PLEDGE

We actively encourage people with a wide diversity of backgrounds and personal stories to join us. If there are areas in the job description where you feel less experienced, don't let that put you off. We are happy to support people to learn new skills, to provide training and to make adjustments to make this job the right fit for the right person.

We welcome and encourage applications from people of all backgrounds protected by the Equality Act. We encourage candidates who are disabled or from a minority ethnic background.

If you would like to talk anything through before applying, please contact:

The Ark Workshop
liverpool@larche.org.uk
or call 0151 260 0422

WANT TO GET TO KNOW US BETTER?

[Our unique approach](http://www.larche.org.uk/Listing/Category/our-unique-approach)

www.larche.org.uk/Listing/Category/our-unique-approach



[Why work for L'Arche?](http://www.larche.org.uk/why-work-for-larche)

www.larche.org.uk/why-work-for-larche



Role Description

Job title:	Volunteer Coordinator
Hours:	15 hours per week flexibly (including evenings/weekends)
Salary:	£26,280.80 per annum, pro rata (£10,512.32 for 15 hours)
Location:	The Ark Workshop, Lockerby Road, Liverpool
Reports to:	Community Leader / Director
Contract type:	1 year fixed term contract due to funding

ABOUT THIS ROLE

The Volunteer Coordinator will provide effective coordination, administration and support to volunteers including recruitment and orientation.

You will link with local groups and volunteer networks to promote opportunities within L'Arche.

The Volunteer Coordinator will be creative in the identification and development of roles that use volunteers' skills to bring friendship and other benefits to the Community.



Job description

RESPONSIBILITIES

- Attracting and recruiting volunteers in order to add a minimum of 75 voluntary hours per week by recruiting a minimum of 10 new volunteers in the first year, and required targets thereafter;
- Source and establish links with local groups and networks to promote the L'Arche Liverpool Community through different communication channels such as presentation, talks and social media;
- Through internal relationships with all leaders within the Community, identify needs and activities where volunteering could make a positive impact on the L'Arche community, such as volunteer drivers;
- Match volunteers to appropriate individuals and roles and be an ongoing point of contact through the volunteer's time with L'Arche;
- Host an annual volunteer event to recognise their contribution to the community and provide regular newsletter contributions welcoming new volunteers, anniversaries, and celebrating achievements;
- In collaboration with the HR Business Administrator and Training and Formation Coordinator ensure appropriate documentation is issued and that checks and induction are undertaken proportionate to the volunteer's time and activities being delivered;
- Create and maintain volunteer records, provide references for volunteers (where applicable) and monitor volunteer progress;
- Ensure volunteers attend training and formations required to complete their role;
- Develop an induction plan specific to volunteers and tailored to their particular role;
- Create reports to demonstrate the impact of the role using quantitative and qualitative data, as well as at least five case studies demonstrating the journey for the volunteer and the impact.

PROFESSIONAL DEVELOPMENT

- Attend training and formation as applicable to the role;
- Attend L'Arche UK National residential meetings where appropriate, which may include overnight stays;

GENERAL

- Spend time in localities to understand the service and community;
- Attend Community events in evenings and weekends and help to build community within L'Arche;
- Support in planning, arranging and delivering Community events as required;

These job requirements may vary from time to time as the Community's priorities change.



Person Specification

ESSENTIAL CRITERIA

- Knowledge of social care organisations, the third sector and issues facing adults with learning disabilities;
- Experience of volunteer management or HR or coaching;
- Experience of volunteering, ideally within the social care or third sector;
- Experience of maintaining databases - accurately recording information, reporting and identifying errors in data;
- Experience of preparing reports to a high standard;
- Competent in using Microsoft Office (Outlook, Word, Excel, and SharePoint);
- Ability to plan and prioritise work and make decisions in order to achieve results;
- Confident and inspiring communicator, comfortable presenting to groups or individuals;
- Excellent standard of spoken and written English;
- Emotional intelligence, good listener and a good judge of people;
- Strong organisational skills with the ability to change priorities quickly;
- Supportive and enthusiastic about working with an organisation which is both a high quality service provider and an ecumenical Christian community open to people of all faiths and none;
- Self-motivated and ability to manage own workload on a daily basis and be accountable for the delivery of own workload;
- A natural problem solver that seeks to improve things;
- A discrete and trustworthy person that understands confidentiality;
- A warm, caring and engaging personality;
- Satisfactory enhanced DBS record check;

DESIRABLE CRITERIA

- Knowledge of HR systems, recruitment and onboarding processes;
- Experience of working with people with learning disabilities;
- Experience of recruitment and induction;
- Full driving licence with access to a vehicle;
- Coaching and mentoring skills;



Our Vision and Values

L'Arche has a **Charter** and an **Identity and Mission Statement**, saying what we are across 37 countries worldwide. In the UK, we wanted to say something more specific too about what we want for L'Arche here and now .

The final wording below was co-produced by a group of L'Arche leaders based on listening to feedback and suggestions they received from people with and without disabilities across L'Arche.

OUR VISION

- L'Arche is here to show that everyone belongs.
- We create Communities where people with and without learning disabilities live, share and grow together.
- We build relationships with people in our neighbourhoods.
- We work towards a world where people with learning disabilities are included and valued.

OUR VALUES

With and without learning disabilities, we try to:

- be welcoming and kind
- be committed to each other
- bring out the best in each other
- celebrate being different and diverse
- encourage one another's spirituality.

To find out more about the co-production process, view our **"Easy Watch"** version, and read our **Charter and Identity and Mission statements**, use the links below.

Charter

bit.ly/larche_charter_EN



Mission and Identity

bit.ly/mission_and_identity



Easy Watch

bit.ly/vision_and_values

