



**Volunteer Centre Greenwich
Job Description**

Job Title:	Volunteering Without Barriers Development Worker
Reports to:	Chief Executive. Supervision sessions will be offered on a monthly basis.
Based at:	Equitable House 1st Floor 7 General Gordon Square Woolwich London SE18 6FH
Hours:	21 hours per week
Salary:	£30,777 p.a. plus OLW, pro rata and 5% pension contribution

Overall aim:

To support the development of a co-designed cross-borough and cross-organisation approach to volunteering that will ensure that health and care priorities are better supported by volunteering, that volunteers have a better experience; that innovative safe and streamlined approaches to recruiting, supporting and deploying volunteers are adopted and shared, including the development of a volunteer passport.

Location: Volunteer Centre Greenwich with travel to a number of locations across the partnership, including within NHS Trusts.

Responsibilities and Duties of the post:

Information Gathering & Policy Shaping

- Collaborate with all core partners and stakeholders, including volunteers to map comprehensive information on existing volunteering policies, strategies, and operations (in particular identifying gaps and areas requiring further exploration).
- Lead efforts to develop a unified volunteering policies and procedures tailored for South East London, ensuring alignment with regional health and care priorities.
- Ensure the co-produced policy can serve as a scalable model for use beyond the region.
- To engage the NHS partners to streamline the process of accessing volunteering opportunities within the NHS

Stakeholder Engagement & Collaboration

- Engage with core and non-core partners, the public, volunteers, and Voluntary and Community Sector Organisations (VCSOs) to identify challenges and opportunities.
- Facilitate early-stage collaboration to co-design solutions that support the project's objectives and the diverse needs of stakeholders.
- Work with NHS colleagues and lead partners to remain informed about the direction and changing priorities within the health and care sector.

Progress Reporting & Risk Management

- Regularly present updates to the working group, outlining progress, next steps, risks, and opportunities.
- Provide clear, data-driven insights on project performance, potential challenges, and actionable recommendations.
- Prepare regular written and statistical reports for the Partnership and Chief Executive as required.

Research & Development

- Lead research activities to explore innovative approaches to volunteer recruitment, support, and deployment, particularly focusing on approaches which have been successful with underrepresented and seldom heard groups.
- Identify opportunities for, and best practices in, cross-organisational placements ensuring inclusion of under-represented communities.
- Use data analysis to shape strategies that will enhance the volunteering experience and improve health outcomes for diverse communities.
- Actively seek, and find effective ways of sharing, and understanding of why some individuals and communities may access volunteering opportunities less, and identify recommended actions to remove these barriers.
- Identifying and mapping training for volunteers within the health sector.
- Explore and develop positive volunteering engagement and retention to improve the volunteering experience within the health sector.

Diversity, Equity, and Inclusion (DEI)

- Champion the integration of DEI principles across all aspects of the programme.
- Ensure that volunteering opportunities are accessible to individuals from underrepresented groups.
- Promote and evaluate the success of strategies to reduce barriers to volunteering for marginalised populations.

In addition:

The postholder will:

- Carry out the duties of the post at all times, in accordance with VCG Equal Opportunities and Health & Safety policies.
- Be expected to undertake some travel, mostly within RBG.
- Be expected to work the normal hours of 21 per week at times to be agreed with their line manager.
- Be expected to attend occasional evening or weekend meetings or events.
- Attend training events as appropriate.
- Participate in team meetings and organisational planning days.

- Be required to take on other duties occasionally as reasonably required by their line manager.

Volunteer Centre Greenwich: Person Specification
Job Title: Volunteering Without Barriers Development Worker

Essential

- Equivalent of 2 years of experience working in the voluntary, health, or care sectors.
- Experience of partnership working, involving networking with a variety of sectors including those in the voluntary, statutory and public sectors.
- Development and delivery of projects across a wide range of stakeholders, with differing operational methods.
- Experience of managing volunteers and developing a volunteer management programme.
- Exceptional written and verbal communication abilities and the ability to convey information to a range of diverse audiences.
- Excellent organisational and record keeping skills in line with GDPR requirements
- Ability to conduct research/mapping to inform project delivery, with a focus on innovative and inclusive practices.
- The ability to solve complex challenges using data and analysis to develop creative and innovative practice.
- High level of computer literacy, ensuring efficient work processes and strong connectivity across multiple systems.
- To have an understanding of equal opportunities and diversity issues and an ability to transfer this to the work of the Volunteering without Barriers programme

Desirable

- Experience of working with NHS Trusts