**Job vacancy – Volunteer Coordinator, Share Discovery Village, Lisnaskea, Co. Fermanagh**

Share Discovery Village is the largest residential activity centre in Northern Ireland. Established in Lisnaskea, Co. Fermanagh in 1981. Share has been at the heart of outdoor education and recreation in Ireland for almost four decades. Share is a registered charity and prides itself in having an ethos and facilities that are accessible to all.

Share is seeking to recruit a volunteer coordinator to oversee the recruitment and retention of corporate and individual volunteers including international students and Duke of Edinburgh Award residentials and expeditions. The role will also be responsible for elements of safeguarding and staff/volunteer welfare to ensure a high quality, safe and enjoyable experience for centre staff and users and to be part of working towards a sustainable future as the centre enters its 40th year of operation.

**Job Title: Volunteer Coordinator**

**Salary: £18,138 FTE per annum**

**Hours: 30 hrs/week (negotiable)**

**Responsible to: CEO**

1. **Job Purpose:**

Reporting to the CEO, the post holder will be responsible for the recruitment and retention of corporate and individual volunteers including international students and Duke of Edinburgh Award residentials and expeditions.

The post holder will be one of the Designated Safeguarding Officers at Share and will be required to process and confirm Access NI checks for new and existing staff and volunteers.

As part of a small team in a busy centre, the post holder will be required to provide cover for colleagues at busy times, including office and leisure suite reception duties.

The post holder will liaise closely with Head of Outdoors, Operations Manager, Marketing and HR officers and be part of Share’s Senior Management Team; will be expected to contribute to the development of policies and procedure that builds on Share’s reputation as a centre of excellence in delivering outdoor education.

1. **Main Areas Of Responsibility**
   1. Recruiting and retaining volunteers. Working with a wide variety of people with a range of abilities, making sure they are trained and briefed in their roles to provide a rewarding volunteering experience. Equally, protecting the interests of Share by ensuring all volunteers are fully briefed, trained and have had appropriate Access NI checks before working with clients and staff.
   2. Attracting corporate volunteers offering financial and/or personnel support as part of their CSR to assist Share with delivering its operational plan and charitable aims and ensuring a rewarding experience for the business and its staff that are involved.
   3. Undertaking awareness training in staff welfare and wellbeing and being a first point of contact for welfare and wellbeing issues amongst staff and volunteers.
   4. Writing reports, references and assessments in relation to projects and volunteer contributions at Share.
   5. Working with the Finance Manager to set budgets/justify spending for projects and completing purchases to Share’s financial guidelines.
   6. Representing Share Discovery Village at meetings and events relating to volunteer recruitment and related activities.
   7. Supporting the Senior Management Team in policy development to ensure the safety, quality and professionalism of Share activities.
   8. Contributing to the delivery of centre programmes , particularly in busy periods may be required.
2. **General**

* Demonstrate Share’s ethos of inclusiveness, trust and respect with customers and colleagues and all time
* Maintain the highest standards of confidentiality
* Implement Share’s Equal Opportunities Policy
* Any other duties as directed by your line manager

This job description is an outline of the main duties and responsibilities of the post. It is not an exclusive or exhaustive list. The job description will be updated over time to meet the changing needs of the organisation.

**Selection Criteria**

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| **Essential and desirable criteria** |  |
| Excellent interpersonal skills and ability to manage teams effectively | E |
| Excellent written, communication and numeracy skills | E |
| Computer literate and willing to use technology to improve operational efficiency | E |
| Understanding and willingness to support Share’s ethos of inclusion | D |
| Experience working with volunteers | D |
| Experience of working with commercial partners to deliver CSR projects | D |
| Designated Safeguard Officer trained | D |
| Experience working with young people | D |
| Experience working with people with a range of disabilities | D |
| Experience of working in an outdoor or residential centre | D |
| Full Driving licence | D |
| D1 Minibus licence | D |

1. **How to Apply**

Contact info@sharevillage.org for an application form and equal opportunities form and submit together with a cover letter that outlines the following areas:

**Competence** - how your qualifications,training and experience make you suitable for this role.

**Character** - how your character allows you to lead a team in a positive way to deliver Share’s ethos

**Credibility** - how you think your behaviour and values are perceived by others and how this contributes to delivering a professional and trusted environment for customers and staff.

Closing date for applications **Monday 23rd March at 12 noon.**