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| **Job Description** |
| **Volunteers Manager (Connecting Opportunities: Befriending and Mentoring)**     |  | | --- | | **Salary: NJC Scale SO1 (SCP29-31) £26,470 - £28,221** | | **Hours: 37 hours a week** | | **Location: LASSN office, Oak House, Leeds LS3 1EL** |   **Applications on a Job-Share or Secondment basis considered**  **This funding for this post ends at the end of June 2019, although it may be extended.** |
| **BACKGROUND**  LASSN’s services currently include:   * English at Home, * a Befriending scheme for asylum seekers and refugees and * Grace Hosting,   **This role will be responsible for the delivery and management of a new project: Connecting Opportunities: Befriending and Mentoring for refugees and other migrants.**  Connecting Opportunities work with new migrants to develop their skills and opportunities to find work and be part of the local community. Ten organisations that specialise in working with migrants are offering tailored support, cultural orientation, English language classes and other training across West Yorkshire and part of North Yorkshire (Craven, Harrogate, Selby and York). The project is also creating new local connections, with opportunities for local people to be volunteer mentors and befrienders, and for employers to provide work placements to help people get a foothold in the job market.  LASSN’s role in this partnership is to recruit and supervise volunteers who will provide befriending and mentoring support, to enable individuals to increase their confidence, improve their spoken English, and to understand and make stronger connections with their neighbourhoods and communities. |

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| **PURPOSE OF THE POST**  The Volunteers Manager will be responsible for recruiting, training, and supporting volunteers at LASSN, and will lead on the delivery of the Connecting Opportunities Mentoring and Befriending Project. The project will enable refugees and other migrants with a right to work in the UK to increase their confidence, improve their spoken English, and to understand and make stronger connections with their neighbourhoods and communities. | | | | | | |
| **MAIN DUTIES AND RESPONSIBILITIES** | |  |  |  |  |  |
| **Management of volunteers and resources** | | | | | |  |
| 1 | To recruit and select volunteers; completing an assessment of their interests & skills and matching these to an area of work undertaken by LASSN | | | | | |
| 2 | To induct and train and volunteers to ensure they understand their roles and in the values and practices of LASSN | | | | | |
| 3 | Ensure all volunteers receive clear guidance on their roles, appropriate support and/or supervision and attend review meetings where necessary. | | | | | |
| 4 | Establish and maintain systems that record volunteers' personal details, availability and work completed. | | | | | |
| 5 | To collaborate with other Volunteers Managers in the development and delivery volunteer training/skills development, to enable volunteers to respond to the changing needs of beneficiaries. | | | | | |
| 6 | To ensure volunteers have up to date resources and information to assist them in their roles. | | | | | |
| **Referrals** | | | | | |  |
| 1 | To assess the suitability of refugees and other migrants who have been referred to LASSN for support | | | | | |
| 2 | To match volunteers with clients requiring support within the Connecting Opportunities project | | | | | |
| 3  4 | To conduct regular reviews of volunteer matches/support to ensure outcomes are being met  To ensure that information about Connecting Opportunities clients is shared safely and effectively with other Connecting Opportunities partnes. | | | | | |
| **Service Management and Development** | | | | | |  |
| 1 | To ensure the Connecting Opportunities project is planned, managed, and evaluated in line with LASSN’s Business Plan and vision and values. | | | | | |
| 2 | To ensure regular feedback is sought from volunteers and beneficiaries, and findings integrated into Service plans | | | | | |
| 3 | To lead on the planning, development and evaluation of the Project as agreed with the Director | | | | | |
| **Networking** | | | | | |  |
| 1  2 | To liaise with relevant agencies and referral agents as appropriate for the development of the Connecting Opportunities Project.  To work in cooperation with statutory, voluntary, community and faith organisations working with refugees and other at-risk migrants in Leeds. | | | | | |
| 3 | To work with other staff to develop publicity and LASSN’s profile within Leeds and beyond. | | | | | |
| **Administration** | | | | | |  |
| 1 | To ensure that database and written records are maintained and appropriate reports presented to the trustees | | | | | |
| 2 | To maintain written records and give written and verbal reports on LASSN’s services to the Director, Trustees, and Funders, as required. | | | | | |
| 3 | To carry out appropriate administrative tasks, working alongside the Administration and Finance Officer | | | | | |
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| **General** | | | | | |  |
| 1 | To work collaboratively with all other members of the team, and to actively seek opportunities to work jointly inside and outside the organisation | | | | | |
| 2 | To attend team meetings | | | | | |
| 3 | To support the smooth running of the office, by dealing with telephone enquiries, signposting | | | | | |
| 4 | To work flexibly in accordance with the needs of the LASSN, including undertaking out of hours and weekend work as required. | | | | | |
| 5 | To collect and analyse information on the work of LASSN, producing reports for funders and Trustees as requested by the Director | | | | | |
| 6 | With the Director, to assist with setting service budgets and day-today review of finances, using management accounts | | | | | |
| 7 | To support the Director in the production of reports describing the work of LASSN including LASSN's Annual Report | | | | | |
| 8 | To participate in the further development of LASSN and its services in conjunction with the Director, as requested. | | | | | |
| 9 | To assist with the development of LASSN’s Business Plan, Policy and Procedure | | | | | |
| 10 | To be involved in fund-raising, including preparing funding applications | | | | | |
| 11 | To promote greater understanding of refugee and migrant issues through networks and partnerships | | | | | |
| 12 | To maintain an up to date awareness of local and national policy and practice affecting refugees and other at-risk migrants. | | | | | |
| 13 | To be inducted, supervised, performance monitored and appraised | | | | | |
| 14 | To be responsible for personal learning and development undertake training to increase knowledge, skills and awareness | | | | | |
| 15 | To be aware of and employ the general practices of LASSN's Health and Safety policy and ensure these are adhered to at all times | | | | | |
| 16 | To operate within the aims, policies and practices of LASSN at all times and to be committed to and promote the organisation’s Equality Policy | | | | | |
| 17 | To ensure information is dealt with in accordance with LASSN’s policies and to ensure that confidential information is secure | | | | | |
| 18 | To provide information about LASSN to people/agencies interested in the organisation’s work. | | | | | |
| 19 | To undertake any other duties as directed by the Director, in line with the responsibilities of this post. | | | | | |
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