



## **Job Description**

### **Assistant Volunteer Coordinator**

Although based at 4Sight Vision Support HQ, Bognor Regis and reporting to the Project 360° Liaison Officer/Volunteer Coordinator, this role will require travel around West Sussex including the transportation and use of appropriate materials and equipment.

#### **MAIN RESPONSIBILITIES:**

- Responsible for the advertising of volunteer vacancies, identification and recruitment of new volunteers and for the on-going co-ordination of, and training and support of, all volunteers across all 4Sight services.
- Liaise with 4Sight Vision Support Outreach Workers, other staff and 4Sight partners to select recruits for volunteering opportunities within 4Sight operations across the county.
- Work within agreed 4Sight Vision Support policies, procedures and guidelines to actively meet and give talks and presentations to local groups, companies and organisations on the benefits of volunteering and promoting the work of 4Sight and its volunteer accomplishments.

#### **MAIN DUTIES:**

1. To liaise with potential and actual access points for new volunteers. To provide a strategic overview to our current volunteer-identification work and ensure that available resources and best practice are pooled.
2. Manage the volunteer recruitment, selection and training process by advertising available volunteer positions, interviewing and selecting candidates and liaising with Outreach Workers and 4Sight partners to match them with appropriate roles.
3. Prepare recruitment materials for new volunteers
4. Develop and maintain a range of valid volunteer job descriptions that match with identified 4SIGHT needs, ensuring that these are tailored, where necessary, to consider the needs of each volunteer.
5. Co-ordinate, lead, motivate and support the activities of 4SIGHT volunteers meeting with them to assess their progress. Conduct performance reviews and provide training and support that is up to date and meets best practice.
6. Cultivate a positive and supportive atmosphere by recognising volunteer efforts and assisting volunteers with their development.
7. Manage communication amongst volunteers and between staff and volunteers in order to share news and information and to promote best practice.
8. Promote the work of 4Sight Vision Support, its volunteer efforts and requirements, and its accomplishments, both internally and externally, actively meeting and giving talks and presentations to local groups, companies and organisations setting out the benefits of volunteering.



9. Develop and maintain links with the statutory services and all other relevant organisations and groups which have an interest or involvement in providing volunteers, information, advice or support to visually impaired people.
10. Keep abreast of developments, initiatives and changes taking place in society that can or may affect visually impaired people, their families and carers.
11. Co-ordinate volunteers within Resource Centres, 4Sight Vision Support Clubs, Home Visiting/Befrienders, volunteer drivers and others, as required.
12. To provide information, support and training to all volunteers within the 4Sight Vision Support affiliated clubs.

The above is intended to provide a clear but concise statement of the present MAJOR TASKS and ACTIVITIES of the job. It is not an exhaustive list of all its detailed duties. As a term of your employment, you may be required to undertake such other duties appropriate to the grade of the post, subject to any reasonable adjustments under the Disability Discrimination Act.