



Job Description: Volunteer Co-ordinator

ABOUT THE JOB	
JOB TITLE	Volunteer Co-ordinator
JOB PURPOSE	<p>The Volunteer Co-ordinator will be responsible for the recruitment, development and engagement of our volunteer writing mentors and other volunteering opportunities to provide the best possible service to the children and young people who participate in Fighting Words NI activities.</p> <p>Reporting to the General Manager, the post holder will be responsible for planning and implementing a volunteering strategy for the organisation with the aim of driving volunteer recruitment and supporting new and current volunteers. The post holder will meet the organisation's needs through the coordination, training, support and retention of our volunteers, as well as identifying and developing new volunteering roles. The post holder will promote Fighting Words NI as an exciting and inclusive organisation for volunteers, supporting their induction and development, day to day operational rota management of volunteers, and acting as a champion for volunteering best practice.</p>
REPORTS TO	Reporting to the General Manager, and working closely with the Director and colleagues, both in Fighting Words NI and Fighting Words across the island of Ireland.
RESPONSIBLE FOR	Volunteers as well as traineeships and work placements.
PLACE OF WORK	Our office/workshop hub at The Skainos Centre, Newtownards Road, Belfast, blended with remote working unless otherwise agreed.

	<p>This post will require travel to other sites, including but not confined to our partners' working bases elsewhere in NI and from time to time to Dublin for shared initiatives with our sister charity, Fighting Words.</p> <p>Fighting Words Northern Ireland The Skainos Centre, 241 Newtownards Rd, Belfast, BT4 1AF</p> <p>www.fightingwords.co.uk</p> <p>Charity no: NIC105751 Company no: NI638582</p>
SALARY WORK HOURS	<p>£24,313 per annum plus 3% employer pension contributions. 30 hours per week, part-time role (FTE 0.8). Willingness to work flexible hours including some evenings and weekends is desired to meet the demands of the role. TOIL given for work over and above agreed regular hours.</p>
HOLIDAY LEAVE AND BENEFITS	<ul style="list-style-type: none"> • Enhanced 28 days annual leave plus public holidays. • Blended in-person and remote working as agreed. • Employer contributory pension scheme. • Access to a free Employee Assistance Programme is offered to all staff. • Enhanced sick pay
EXPENSES	<p>Expenses reimbursed by prior agreement, where reasonably incurred and properly documented. Approved mileage reimbursement for work-related travel by monthly claim.</p>
CONTRACT	<p>This post is being offered on a fixed-term contract for 2 years.</p>

The following gives an indication of the current main duties and responsibilities of the post. The post holder will be expected to work flexibly and carry out any other duties appropriate to the role which may reasonably be required from time to time.

Fighting Words Northern Ireland operates a range of policies that respectively promote equality, health and safety and the protection of children and vulnerable adults from harm. All candidates for this post must be committed to upholding these policies and additional checks – including an enhanced Access NI check – will be required for the successful applicant.

Fighting Words Northern Ireland is an equal opportunities employer, and actively seeks to promote equality of opportunity and access to our services. We are committed to promoting equality, diversity and inclusion through our employment policies and practices.

Fighting Words Northern Ireland does not permit unlawful discrimination of any kind against any person on grounds which include gender, sexual orientation, marital status, religious belief or political opinion, race or disability. Unlawful discrimination is defined as treating a person less favourably than others are, or would be treated in the same or similar circumstances.

OVERALL PURPOSE OF THE JOB

About Fighting Words Northern Ireland

History

Fighting Words was established in Dublin in 2009 by Roddy Doyle and Seán Love. Fighting Words set out to provide a space and a model that would not only give children and teenagers the opportunity to engage in creative writing, but also ignite their imaginations and give them skills that enhance many other areas of their lives - including confidence, collaboration, innovation, resilience and motivation. Fighting Words Northern Ireland works to achieve these same objectives, using an identical model. Fighting Words NI was established in 2015, at the invitation of writers and community and educational groups, operating from the Skainos Centre in East Belfast.

Mission, Vision, and Goal

Fighting Words NI provides free workshops, mentoring and publishing in all forms of creative writing for children and teenagers, and those who did not have this opportunity as children, to enable them to discover and harness the power of their own imaginations and creative writing skills. At its core, Fighting Words Northern Ireland is also about something much broader and more inclusive. It is about using the creative practice of writing and storytelling to strengthen our children and teenagers – people from a wide range of backgrounds – to be resilient, creative and successful shapers of their own lives.

Since 2015, we have provided over 14,000 creative writing experiences free of charge for young people in Northern Ireland and recruited more than 350 volunteer mentors. Our vision is to enable every young person, from all communities in Northern Ireland, to enjoy a range of creative writing experiences. Our goal is to reach every child in Northern Ireland with a creative engagement opportunity by 2025. While the ethos and services of Fighting Words are the same throughout the island of Ireland, the organisation is registered as an independent company and charity in Northern Ireland.

For more information, please see www.fightingwords.co.uk

About the role

Fighting Words NI is a volunteer-centred charity and we value the involvement of volunteers supporting our workshops. All of our programmes — from schools workshops, to our after school writing clubs — are facilitated by teams of volunteer mentors. We're always on the look-out for people who are passionate about helping young writers to find their creative spark!

Our volunteer writing mentors are a frequently cited factor in the formation of a collaborative atmosphere and alternative space that is a welcome break from the top-down formal school environment. They reflect the interests, needs and resources of the communities we serve and each volunteer brings their unique perspective to our work. We recognise volunteers as an essential part of the team, with a distinctive but complementary role alongside paid staff. Our volunteers themselves gain significant personal benefits from their experience.

The Volunteer Co-ordinator will be responsible for co-ordinating all elements of volunteering within Fighting Words Northern Ireland. The post-holder will coordinate the volunteers and oversee their engagement with our participants — primarily children and young people aged 6-18 participating in our workshops and activities (both face-to-face and online) or adults who did not have access to these activities as children. The Volunteer Co-ordinator will motivate, support, monitor, and evaluate our volunteers. As necessary, the post-holder will lead and/or assist at Fighting Words Northern Ireland workshops, as a fully trained Workshop Leader. The successful candidate will work as part of a core staff team, reporting directly to the General Manager and Director.

Supported by Dormant Accounts NI from the National Lottery Community Fund.



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MAIN RESPONSIBILITIES

Volunteer Co-ordination

- Oversee the regular coordination of volunteer activity, recruitment and induction processes in support of our annual programme.
- Act as lead point of contact for volunteer liaison.
- Contribute to effective safeguarding, referencing and AccessNI checks as necessary for relevant prospective volunteers.
- Identify, organise and/or deliver training opportunities within the organisation and externally.
- Review and implement effective systems for volunteer records, compliant with GDPR requirements and best practice.
- Contribute to reporting, monitoring and evaluation systems.

Volunteer Development

- Develop and implement an innovative volunteer strategy, volunteer policy and annual operational plans for volunteer engagement and recruitment.
- Develop innovative new volunteer opportunities across the organisation.
- Promote volunteering opportunities internally and externally in innovative ways.
- Connect and collaborate with other organisations and networks in the recruitment of volunteers.
- Represent Fighting Words NI to a diverse range of partnering organisations.
- Work with Fighting Words NI partners to ensure other organisations engaging with volunteers are meeting best practice standards.
- Ensure volunteer contribution is recognized and celebrated.

General

- Understand and be trained in core programme activities to lead and/or assist at Fighting Words NI workshops and volunteer training sessions.
- Support and implement all company policies and procedures including but limited to health and safety, equality, GDPR, child protection and safeguarding.
- Communicate effectively with colleagues and contribute to the promotion of team working and collaboration.
- Contribute to organisational planning, working at all times towards achieving Fighting Words NI's vision and strategy.
- Undertake any other relevant administrative duties, adhering to deadlines and effectively managing changing priorities.
- Carry out any other duties as may reasonably be required in the operation of the post.

Person Specification

Education:

Essential

- GCSE / Level 2 or equivalent, grades A – C in Maths & English.

Desirable

- Further Education or Higher Education in a relevant subject area.

Experience:

Experience and knowledge

Essential

1. At least two years' experience in co-ordinating volunteers and / or teams of people in a not-for-profit context.
2. Evidence of working or volunteering with children and young people, education or arts for at least one year.
3. Demonstrated ability to work effectively in a team to deliver shared objectives.
4. Demonstrated ability to coordinate project teams to deliver within dedicated budgets.
5. Strong IT skills including managing data, volunteer records and GDPR compliance.
6. Presenting information, training, or teaching to individuals and groups.

Desirable

1. Knowledge of safeguarding in the context of children and at-risk groups.
2. Developing volunteer programmes.
3. Working with people with additional needs or access requirements.
4. Full driving license and/or access to a form of transport which will enable the post holder to carry out the duties of the post, and the willingness to travel as required.
5. Evidence of engaging with communities, partners and maintaining positive relationships with a range of stakeholders.
6. Administration within education, the arts sector, non-profit or charity sector.

Skills and attributes:

- Excellent communication skills – oral, written, and listening – with adults and children.
- You will understand and can demonstrate how to motivate and inspire others, and influence change, encouraging a positive work environment.

- Ability to work independently with strong self-management skills, the ability to plan workloads and prioritise, and to be flexible to meet deadlines.
- Ability to work flexible hours, including occasional evenings and weekends.
- Strong interest in creative writing, the arts, and/or education.

At the discretion of Fighting Words NI, we may only interview those applicants who appear, from the information provided, to be the most suitable in terms of the experience and skills provided.