**Volunteer Support Co-ordinator – Social Prescribing**

**Job Description**

**Responsible To:** Volunteer Manager

**Overall Purpose of Job:**

To work within the Volunteer Support Team to ensure the effective recruitment and support of volunteers with a focus on volunteers working within social prescribing.

**Key Areas of focus:**

1. To take the lead in the matching, set up and monitoring of volunteers delivering social prescribing support.
2. To assist the Volunteer Manager in effective recruitment activities and communication to volunteers.

**Main Responsibilities are to:**

1. Work with the Social Prescribing team to identify and match suitable volunteers with patients who are accessing the Social Prescribing service
2. Oversee the effective volunteer delivery of Social Prescribing provision including recording, monitoring and review
3. Work in collobararation with the Social Prescribing team to ensure effective support and guidance is available to volunteers.
4. Work with the Social Prescribing team to identify suitable volunteers to provide a range of mentoring and advocacy support and manage the matching process.
5. Set clear boundaries and expectations in terms of volunteer input and support
6. Ensure volunteers maintain accurate and up to date records of their activity, outcomes and outputs ensuring the value and impact of volunteer support is captured
7. Liaise and work closely with the Volunteer Manager to ensure volunteer support and training needs are being met
8. Where appropriate, meet with and interview potential volunteers interested in Social Prescribing, including post training follow up interviews
9. Support the wider work of the Volunteer team including promotion and recruitment activities
10. Promote volunteer opportunities at events/networking opportunities
11. Assist with gathering and collating volunteer feedback to ensure continuous improvement in the organisation’s support and recognition of volunteers
12. Contribute to the ongoing monitoring and evaluation of volunteer support and activity, providing feedback to volunteers and identifying areas for further training and input.

**Other Responsibilities:**

* This role will be based in Worcester and will involve working across Worcestershire. You will be required to travel across Worcestershire extensively including isolated rural areas. The ability and means to travel independently is therefore essential.

**In addition, all Onside employees are expected to:**

* Work within the organisation’s stated principles and values, adhering at all times to organisational policies, procedures and guidelines
* Demonstrate a commitment to equal opportunities, social inclusion and individual empowerment
* Show a commitment to personal, professional and organisational development.
* Contribute to organisational promotional and networking activities.
* Work flexibly and co-operatively with colleagues to support the needs of the organisation and assist with overall services as required

**Onside People:**

* are **passionate** about what they do
* **value difference**
* are **creative** in their approach
* are committed to **fairness and justice**

While the job description provides the main duties and responsibilities for the position, it is not definitive and employees are expected to carry out any additional duties compatible with their skills and abilities. The above may be subject to change and alteration from time to time with the prior agreement of the job holder.

Signed………………………………………………………….. Date……………………….

Print Name…………………………………………………….