



Volunteer Role Description

Role Title:	Volunteer Force Voluntary Assistant
Salary:	VOLUNTEER ROLE
Hours:	Flexible 3 - 7 hours per week (specific commitment and or timeframe will be agreed with the volunteer)
Travel expenses:	Public transport at cost or 45p/mile
Responsible to:	Volunteer Force Development Officer
Based:	South Derbyshire CVS, Top Floor of Unit G, Sharpes Industrial Estate, Alexandra Rd, Swadlincote, DE11 9AZ

Purpose and Nature of the Role

To support the Volunteer Force Development Officer with promoting the service, volunteering opportunities across South Derbyshire and providing support to organisations and groups.

Outline of Activities in Scope

- Provide general admin support to the Volunteer Force Development Officer and wider Community Development Team when required.
- Support the sourcing of community projects and volunteer opportunities.
- Support information gathering through research, feedback, and surveys.
- Provide information, advice and guidance to volunteers and members of the public via email, face to face drop-ins or at events.
- Produce social media content, leaflets/flyers, posters and assist in the distribution.
- Support with preparation for events and projects.
- Support the Tea at Two monthly volunteer social drop-in.
- Report any safeguarding or wellbeing concerns and any other causes for concern.
- Adhere to South Derbyshire CVS guidelines, policies and procedures and agreed boundaries of the role.

Skills and Experience

No specific qualifications or prior experience required. However, the Volunteer Force Assistant will:

- Have a knowledge and experience of computer systems, especially Microsoft Programmes (Word, Excel, PowerPoint, Outlook etc) and having a basic skill with Facebook, Instagram, Twitter, and Threads.
- Have good listening and communication skills.
- Have empathy and understanding.
- Demonstrate reliability and commitment.
- Be respectful, non-judgemental, and committed to Equity, Diversity, and Inclusion.
- Work within the agreed boundaries of the role.
- Understand and work within South Derbyshire CVS policies and procedures, including Data Protection (GDPR), Safeguarding, and Personal Safety.

The Volunteer Force Assistant will be required to provide two references and have a Disclosure and Barring Service (criminal record) check, paid for by SDCVS. A criminal record does not necessarily debar a person from volunteering. Each case will be considered on its merits, depending on the nature of the offence(s) committed and how long ago it took place.

Reports to

Volunteer Force Development Officer

Training and Support

The Volunteer Force Assistant will:

- Attend a mandatory induction and training before commencing the role.
- Receive regular 1:1's with the Volunteer Force Development Officer

There is also optional support available with working towards completing a Level 2 Information, Advice or Guidance (Distance Learning via Burton and South Derbyshire College).

Commitment

A commitment to a specific commitment and or timeframe will be agreed with the Volunteer Force Assistant and is periodically reviewed at 1:1's and adjusted as necessary. The Volunteer Force Assistant will be working from our office located at Top Floor of Unit G, Sharpes Industrial Estate, Alexandra Rd, Swadlincote, DE11 9AZ.

Expenses

Where the Volunteer Force Assistant needs to use their own car, SDCVS will pay mileage at a rate of 45p per mile. Reasonable Public Transport costs can be reimbursed - to be discussed and agreed in advance. Where agreed in advance out of pocket expenses will also be reimbursed.

Equal Opportunities

South Derbyshire CVS (SDCVS) strives for high standards both as an employer and as a provider of services. We are committed to a policy of equal opportunities in all areas of our work and responsibilities, and valuing, recognising, celebrating, and encouraging diversity.

The aim is for our workforce to be truly representative of all sections of society and for each employee to feel respected and able to give their best.