

## **JOB DESCRIPTION**

### **Volunteer Co-ordinator**

Line managed by the Centre Manager to provide Volunteer support to The Brae Riding for the Disabled.

#### **Responsibilities and Tasks**

Oversee the volunteering aspects of operations at the Brae

Develop the number of volunteers at the Brae, particularly focus on development and retention

Manage recruitment, interviewing and placement of volunteers within RDA guidelines and all necessary associated paperwork

Manage and develop all aspects of training relating to volunteers including delivery where appropriate

Liaise with all staff in the placement of volunteers in the Centre

Maintain and record regular contact with volunteers for individual support, supervision and review throughout their involvement with the Brae

Organise and facilitate regular support and information events for volunteers to meet and share experiences and to increase their knowledge and skills

Identify and develop ways of assisting and supporting volunteers with higher support needs, including liaising with appropriate organisations

Provide volunteers with information and advice to ensure that they are kept up to date with activities at the Brae and surrounding area

Maintain databases and other confidential records complying with current data protection policies on storage of personal information

Together with staff look at ways of publicising, promoting and developing services offered by the Brae including giving talks to other organisations, groups and individuals as required

Assist with the gathering of regular feedback from helpers, coaches, riders, carers, families and schools as required for monitoring and evaluation purposes

Ensure that all Health and Safety regulations are adhered to

Volunteer Co-ordinator may be required to undertake other appropriate tasks to ensure the effective running of the Centre

November 2024