

Nexus Volunteer Lead
Time to Shine Intern job role

Position:	Volunteer Lead
Number of hours per week:	25
Managed by:	Operations Manager
Salary:	£8.45ph

Person Specification

- Demonstrable personal or professional experience of working directly with volunteers
- Demonstrable experience/knowledge of policy development and implementation
- Up to date working knowledge of volunteering principles, volunteer motivations and best practice including Investing in Volunteers.
- Team-player experience with the ability to build and maintain a network of relationships
- Full driving license or ability to travel across NI by public transport
- Personal experience of volunteering

Job description

- Create materials advertising volunteering opportunities at Nexus
- Alongside senior management team create volunteer job descriptions and a complete volunteer induction
- Advertise and recruit for volunteers for all Nexus sites
- Arrange interviews and induction meetings for successful applicants
- Provide ongoing support for non-clinical volunteers
- Monitor and evaluate impact of volunteering within the organisation
- Review existing volunteer policies and procedures within Nexus NI
- Maintain volunteer information on Nexus website and social media accounts
- To attend various volunteer recruitment events

Management and Supervision

The successful candidate will receive:

- Full Nexus Induction
- Regular supervision and support from their line manager
- Access to all Nexus NI staff training
- Support from relevant service managers to support volunteer involvement in services

Access NI

An Access NI check will be required for this role