

POSITION PROFILE

Job Title:	Volunteer Coordinator	Reporting to:	Secondary School Partnership Manager
Role Purpose:	To develop a quality work experience programme for secondary school students and Hull City Academy players to gain a thorough appreciation of the world of work within the sports industry and specifically the Tigers Trust. To further develop the size and quality of volunteers available to the Trust to utilise across a range of programmes.		
Role Dynamics:	Main point of contact for all work experience and volunteering programmes.		

Key Responsibilities	Knowledge & Experience	Primary Skills & Competencies
<ul style="list-style-type: none"> To promote the benefits of volunteering. To promote the work of the Tigers Trust and the career opportunities that it offers. To build positive and meaningful relationships with partner schools and other relevant key stakeholders, including the Hull City Academy. To recruit and develop a secure and experienced group of volunteers that the Trust can utilise across its programmes. To respond to all queries regarding work placements. To arrange and execute a work experience programme for secondary school students as part of the Hub programme. To interact with students across secondary schools, in order to develop relationships, gain trust and promote school and community activities for them to engage in. To mentor aspiring sports coaches and other staff in supporting their personal progression. To engage mentors and support them, both internally and externally. To constantly review the programme to ensure it meets outlined targets. To use the online monitoring and evaluation system (VIEWS) to collate data and information and evidence work towards key performance indicators. To report to stakeholders regularly and effectively on work undertaken and its impact. To risk assess all activities and manage accidents or incidents according to Trust and school policies. To ensure equality and eliminate any direct or indirect discriminatory practices and behaviour. To ensure compliance with relevant company policies and procedures – Data Protection (GDPR), Health & Safety, Safeguarding, etc. To be prepared for flexible work patterns and unsociable hours. To undertake additional duties, as required. 	<p>Essential requirements:</p> <ul style="list-style-type: none"> Excellent interpersonal skills and a proven ability to work within a team Self-motivated and an ability to work on own initiative Excellent time management and an ability to prioritise key tasks Experience of using data collection tools to collate and present outcomes of programmes (Training for VIEWS system will be given) Good standard of written English to write reports to feed back to funding partners and other stakeholders Excellent attention to detail with regards to planning and preparation and a desire to constantly develop professionally Full UK Driving Licence and access to own transport <p>Desirable requirements:</p> <ul style="list-style-type: none"> Experience of working in a secondary school environment Degree level qualification/s Safeguarding Children and Vulnerable Adults certificate Emergency First Aid certificate Experience of working with young people with special educational needs or a disability Mental Health First Aid qualification Knowledge of health and safety requirements and experience of risk assessing activity Experience of coordinating programmes and staff to achieve outcomes Experience of working in an administration or Human Resources department Knowledge of writing and utilising professional development plans Knowledge of careers advice and networks for young people and adults 	<ul style="list-style-type: none"> Build Realistic Plans and Coordinate Execution – Clearly communicates to others then drives for results; tracks/measures impact and refines outcomes where required. Establish Trust – Honours commitments/promises made to internal and external stakeholders. Builds positive relationships with beneficiaries to enable them to succeed. Use Financial Data and Make Sound Decisions – Evaluates risks effectively then executes actions in a timely and effective manner. Manages budgets accordingly to deliver high quality services and activities within funding outlines. Meets Stakeholder Needs – Continually searches for ways to improve service; seeks and acts upon feedback; develops knowledge of the area of work, engages in relevant CPD to maximise output. Think Creatively – Approaches problems with a curiosity and open-mindedness; creatively integrates different ideas and perspectives; stimulates creative thinking in others; generates innovative ideas and solutions to problems; uses initiative to react to unfamiliar circumstances and challenges the status quo. Impact and Influence – Projects a positive attitude through transmitting personal confidence and authority; able to communicate and influence effectively in different settings, across different functions, hierarchies, informal and formal, in both written and face to face meetings; confident presenter.