

Dear Applicant

Please find enclosed an application pack for the post of Volunteer Co-Ordinator which should contain the following items:

- ❖ Measurement of Criteria
- ❖ Application Form and Application Checklist
- ❖ Job Description and Person Specification
- ❖ Monitoring Form

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

1. Your application pack contains information about TinyLife, the job vacancy and the person required. You should read these carefully to ensure that the job and conditions are suitable.
2. You must complete the application form and application checklist fully and accurately. If there is insufficient space for your answer, continue on a separate sheet.
3. **It is your responsibility to ensure that sufficient information is given on the application form and application checklist to enable a shortlisting panel to assess your suitability for this post.**

PLEASE SHOW CLEARLY IN YOUR APPLICATION HOW YOU MEET THE ESSENTIAL AND DESIRABLE CRITERIA OUTLINED IN THE JOB SPECIFICATION ENCLOSED.

4. Applications, CV's and attached sheets:

- Applications will only be accepted on proper application forms so that the same type of information is received from all applicants.
- Attached CV's will not be considered, either in lieu of the application form or in conjunction with it.
- Attached sheets will only be considered where they are continuation sheets of a section of the application form where insufficient room was available to include all the necessary details.

5. It is the responsibility of the applicant to ensure an email or signed hard copy of the complete forms, together with the completed Equal Opportunities Monitoring Questionnaire, (please put in a separate envelope marked Monitoring Officer) is returned by:

Friday 9th June 2017 at 1.00pm

Where an email application is submitted by the deadline, a signed hard copy of the complete forms, together with the completed Equal Opportunities Monitoring Questionnaire, (please put in a separate envelope marked Monitoring Officer) should be returned by:

Monday 12th June 2017 at 1.00pm.

- **Application forms received after this time and date will not be accepted.**

6. Under section 8 of the Asylum and Immigration Act 1996, all successful applicants must provide Documentary evidence of their identity for verification and photocopying.
7. This post is a regulated position as defined in Article 33 of the Protection of Children and Vulnerable Adults (NI) Order 2003 (POCVA).

POCVA makes it a legal requirement for organisations to carry out checks against the Disqualification from Working with Children (NI) list and the Department of Education list when proposing to employ an individual in a regulated position.

Appointment to this post is therefore subject to an AccessNI check which will be carried out for the successful candidate. Having a criminal record will not necessarily debar you from working with TinyLife. This will depend on the nature of the position, together with the circumstances and background of your offenses or other information contained on a Disclosure Certificate or provided directly with the Police.

Further information is provided by AccessNI who have produced a Code of Conduct which can be downloaded from the website www.nidirect.gov.uk/accessni

**Applications should be returned no later than
Friday 9th June 2017 at 1.00pm to:**

**Chief Executive
TinyLife
First Floor
The Arches Centre
11-13 Bloomfield Avenue
Belfast BT5 5AA
or
alison@tinylife.org.uk**

**Where an email application is submitted
by the closing date, a signed hard copy should
be returned by no later than
Monday 12th 2017 at 1.00pm**

**IT IS ENVISAGED THAT INTERVIEWS WILL TAKE PLACE DURING THE WEEK
COMMENCING 19TH JUNE 2017**

TINY LIFE VOLUNTEER CO-ORDINATOR - JOB DESCRIPTION



POST:	Volunteer Co-Ordinator (Part-Time)
ACCOUNTABLE TO:	Head of Family Support & Education
POST BASED AT:	TinyLife, First Floor, The Arches Centre, 11-13 Bloomfield Avenue, Belfast BT5 5AA
HOURS:	25 hours per week
TERM:	Fixed term contract until 31st March 2019 with possibility of extension subject to funding
SALARY:	NJC Spinal Point 24-27 pro rata

TinyLife is the premature baby charity for Northern Ireland. The Family Support programme helps to alleviate some of the stress of having a sick or premature baby by providing a range of services. We offer a unique service providing emotional and practical support both in hospital, at home and in local communities.

The Volunteer Co-Ordinator will deliver TinyLife's organisational volunteer strategy, working with the staff team and volunteers to identify and facilitate a range of volunteering opportunities based on work with and for families of premature babies including support for fundraising activities.

KEY RESPONSIBILITIES

- Implement the Volunteering Strategy and develop an action plan aligned to organisational goals and available resources
- Develop a cohesive volunteering infrastructure and ethos across the organisation, ensuring effective internal collaboration to achieve common goals
- Manage and maintain volunteering policies, procedures and protocols, ensuring organisational understanding of and adherence to best practice in managing volunteers
- To be the primary lead in the promotion and recruitment of volunteers to support family support services and fundraising events across the organisation
- Design, deliver and source appropriate training and support programmes for volunteers and internal staff teams

- Proactively collaborate with staff teams across the organisation to develop volunteer opportunities and ensure effective involvement of volunteers
- Manage and maintain a system to support family support and fundraising activity requests through volunteer involvement
- Develop and communicate volunteer promotional and recruitment materials to internal and external audiences
- To be the primary point of contact for all volunteer related interactions, placements and support
- Develop and implement quality assurance mechanisms to support good practice around volunteering
- Advise on the delivery of effective mechanisms for ongoing monitoring and supervision, appreciation events and maintain sensitive and open dialogue and feedback to ensure motivation levels are maintained
- Ensure regular update of the Management Information System (Donor Flex) in relation to volunteers and volunteering activity
- Champion the benefits of volunteering for both new and existing areas of TinyLife practice
- Promote the recognition and celebration of volunteers and volunteering in TinyLife

Terms and Conditions of Employment

- Two satisfactory references are required
- Successful applicants must evidence their right to work in the UK (under the Asylum and Immigration Act). This will be evidenced in the first instance by a passport or other forms of identification that will be outlined if no passport is available.
- Successful AccessNI checks
- Potential employees must provide evidence of driving license.
- Car insurance for business use.

Benefits

- 25 days' annual leave plus 12 statutory days (pro-rata)
- Organisation Pension available – 6% contribution by TinyLife, 6% by employee
- Free access to Organisation's health scheme (after successfully completing 6 month probation)

Notes:

- *This role description is not intended to be exhaustive in every respect, but rather to clearly define the fundamental purpose, responsibilities and dimensions for the role. Therefore, this role description does not describe any individual role holder.*
- *In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated by line management.*

This post is a regulated position as defined in Article 33 of the Protection of Children and Vulnerable Adults (NI) Order 2003 (POCVA).

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Appointment to this post is therefore subject to an Access (NI) check which will be carried out for the successful candidate. Having a criminal record will not necessarily debar you from working with TinyLife. This will depend on the nature of the position, together with the circumstances and background of your offenses or other information contained on a Disclosure Certificate or provided directly with the Police.

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TINYLIFE IS AN EQUAL OPPORTUNITIES EMPLOYER

TINYLIFE VOLUNTEER CO-ORDINATOR PERSON SPECIFICATION



ESSENTIAL

Employment, qualifications/education

Minimum of 3 years' proven paid work experience within the last 5 years in volunteer co-ordination and best practice, including recruitment and retention of volunteers **AND** an A Level education or equivalent.

Or

Minimum of 2 years' proven paid work experience within the last 5 years in volunteer co-ordination and best practice, including recruitment and retention of volunteers **AND** a 3rd Level qualification in a relevant discipline.

Experience

Proven experience of working with both internal and external stakeholders/partners

Developing a variety of volunteer opportunities in an organisation

Recruitment and support of different volunteers to meet organisational needs

Developing policy, procedures and best practice models for working with volunteers

Delivering training

Knowledge

An up to date knowledge of best practice in volunteer policy and practice.

Skills

Proven project co-ordination and relationship building skills.

IT

Excellent IT skills, including developing and maintaining a database and producing reports and developing promotional materials and PowerPoint presentations.

Self-Management / Personal Attributes

Excellent interpersonal skills

Excellent written and verbal communication skills including presentational and influencing skills

Proven ability to work reliably on own initiative

Understanding of the relevant policies and practices in relation to the post including Equal Opportunities, Anti Discriminatory practice and confidentiality

Willingness to access and attend training opportunities relevant to the post

Additional Requirements

A full, current driving licence and access to a car for business purposes or access to a form of transport to meet the travel requirements of the post

Eligibility to work in Northern Ireland

DESIRABLE

A qualification in management of volunteers

A knowledge of Investor in Volunteering Awards

An understanding of the needs of families with premature babies

Trained in the delivery of Child Protection training or willing to undertake training to be able to do so

MEASUREMENT OF CRITERIA

CRITERIA	APPLICATION	INTERVIEW
Employment, Qualifications/Education	X	X
Experience	X	X
Knowledge	X	X
Skills	X	X
IT	X	X
Self Management / Personal Attributes		X
Additional Requirements	X	
Desirable Criteria	X	X

Note:

TinyLife reserves the right to enhance the criteria.

TINYLIFE JOB APPLICATION FORM



Job Ref: VOL/05/17

Application No:

- Please write clearly (type or block capitals)
- All information will be treated in confidence and will be used by TinyLife to assess your suitability for the job
- Candidates will be short listed on the basis of information contained in this application and checklist

The Vacancy

Job Applied For: _____

Where did you see ad? _____

Family Name: _____

Forename (s): _____

Address: _____

Postcode: _____

Home Tel. No. _____

Mobile No. _____

Email Address _____

National Insurance No. _____

References

All offers of employment are subject to receipt of satisfactory written references. Please provide the names, telephone numbers, addresses and email addresses of two referees, one of whom should be your present or most recent employer/line manager, and one who knows/has known you in a work capacity and can comment on your suitability for this post.

First Referee	Second Referee
Name: _____	Name: _____
Address _____ _____ _____	Address _____ _____ _____
Tel: _____	Tel: _____
Email: _____	Email: _____
Occupation: _____	Occupation: _____
Relationship to you: _____	Relationship to you: _____

Please contact my first referee prior to interview: Yes / No

Please contact my second referee prior to interview: Yes / No

Have you ever been convicted of a criminal offence?
[Exclude convictions which are spent under the
Rehabilitation of Offenders (NI Order 1978)] Yes / No

Have you ever been excluded / barred from working with
children and/or young people? Yes / No

Your Qualifications

Type of Exam (GCSE, NVQ, A Level, Degree etc)	Subject	Grade

Are you currently employed?**Yes / No****Current Salary:**

Notice Required:

Previous Jobs *(Start with present or most recent job)*

Name & Address of Employer	Dates employed & salary	Type of Job (give brief description of duties)	Reason for Leaving

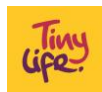
[Please attach additional sheet if required]

Other Information

1. Please indicate why you are interested in this position.

2. Please include any other information which you feel may be of interest in considering your application.

Checklist – Volunteer Co-Ordinator



Job Ref: VOL/05/17

Application No:

Name of Applicant: _____

Please ensure that you complete the following checklist to assist us in the processing of your application. Shortlisting will be based on evidence that you meet the requirements for this post.

CRITERIA – ESSENTIAL	EVIDENCE
<p>Employment, qualifications/education</p> <p>Minimum of 3 years' proven paid work experience within the last 5 years in volunteer co-ordination and best practice, including recruitment and retention of volunteers</p> <p>AND</p> <p>An A Level education or equivalent.</p> <p><u>Or</u></p> <p>Minimum of 2 years' proven paid work experience within the last 5 years in volunteer co-ordination and best practice including recruitment and retention of volunteers</p> <p>AND</p> <p>A 3rd Level qualification in a relevant discipline</p>	

CRITERIA – ESSENTIAL	EVIDENCE
<p>Developing policy, procedures and best practice models for working with volunteers</p>	
<p>Delivering training</p>	
<p>Knowledge</p> <p>An up to date knowledge of best practice in volunteer policy and practice</p>	

CRITERIA - DESIRABLE	EVIDENCE
A qualification in management of volunteers	
A knowledge of Investor in Volunteering Awards	
An understanding of the needs of families with premature babies	
Trained in the delivery of Child Protection training or willing to undertake training to be able to do so	

Declaration

I declare that the information I have given is correct.

Signed: _____

Date: _____

MONITORING FORM

Ref: VOL/05/17

TinyLife is committed to promoting equality, diversity and an inclusive and supportive environment for staff, volunteers and families.

In particular TinyLife will seek to ensure that people are treated equitably regardless of their gender, race, ethnic background, age, disability, socio-economic background, religious or political beliefs and affiliations, marital status, sexual orientation or other inappropriate distinction.

In order to do this, it is necessary to collect information from all employees and job applicants on the key characteristics which relate to equality and diversity in employment.

The information collected will be used for monitoring purposes under the terms of the Data Protection Act 1998.

This part of the application will be treated in the strictest confidence.

All applicants should complete this section. The information will also be used for the purpose of monitoring in terms of the principles of equality of opportunity and will not form part of your application.

Please provide information below about yourself that would assist this process

Please indicate your religion or the religion to which you would be perceived to belong by ticking the appropriate box below:

- | | |
|--|--------------------------|
| I am a member of the Protestant Community | <input type="checkbox"/> |
| I am a member of the Roman Catholic Community | <input type="checkbox"/> |
| I am a member of neither the Protestant nor the Roman Catholic Community | <input type="checkbox"/> |

Please indicate your gender by ticking the appropriate box below:

- | | |
|--------|--------------------------|
| Male | <input type="checkbox"/> |
| Female | <input type="checkbox"/> |

Do you consider yourself to have a disability under the terms of the Disability Discrimination Act 1995, defined as a physical or mental impairment, which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities?

- | | |
|-----|--------------------------|
| Yes | <input type="checkbox"/> |
| No | <input type="checkbox"/> |
- If 'yes', please state the nature of your disability:

Please describe your ethnic origin by ticking the appropriate box below:

Bangladeshi	<input type="checkbox"/>	Irish Traveller	<input type="checkbox"/>
Black African	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	White	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	Mixed Ethnic Group	<input type="checkbox"/>
Indian	<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>

This monitoring form should be returned under separate cover to:

Monitoring Officer

**TinyLife
First Floor
The Arches Centre
11-13 Bloomfield Avenue
Belfast
BT5 5AA**