

## **Job Description**

Title: **Volunteer Development Coordinator**

Responsible To: **RDA Glasgow Group Board**

Directly Responsible For: N/A

### **Overall Purpose:**

Working with the Volunteer Lead, develop, expand and retain the numbers of volunteers at The Glasgow Group of Riding for the Disabled.

### **Main Duties and Responsibilities**

- Actively promote the Centre and the volunteering opportunities to other organisations, groups and individuals
- Establish and cultivate relationships with organisations that provide volunteers
- Attend volunteering workshops and other similar events within the local community
- Develop and assist in the delivery of volunteer inductions and training
- Working with the Volunteer Lead, provide ongoing support to volunteers
- Ensure that volunteers are utilised to the best of their ability and preferences
- Raise Staff awareness of the role and function of volunteers
- Ensure volunteer training records are kept up to date, complying with current data protection policies on storage of personal information
- Plan and implement informal and formal volunteer recognition activities
- Plan and attend social activities for volunteers
- Assist with PVG processing and follow up

### **Person Specification**

#### **Essential:**

- Member of the PVG Scheme
- Organisational and administrative competence, including accurate record keeping

#### **Desirable:**

- Experience of supporting volunteers

**Personal Attributes:**

- A commitment to RDA and to the organisational values
- Ability to work as part of a team
- Self-motivated with a flexible attitude
- Able to demonstrate the ability to establish, build and maintain successful relationships with riders, staff and volunteers

**General:**

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

The post holder will require to be familiar with the Centre's Handbook, legislative and mandatory requirements and fully comply with all agreed policies and standing operating procedures.

Signed:	Date:
Signed:  For RDA Glasgow Group Board	Date: