**About Noah’s ART**

As part of our commitment to diversity and equality of opportunity we actively encourage applications from under-represented groups such as parents or carers who are re-entering work after a career break, people who are LGBT+, from diverse ethnic or racial backgrounds, as well as any other under-represented group in our workforce.

Noah’s ART was established in 2014 and utilises the benefits of the human-animal bond to improve mental health and wellbeing in Greater Manchester. We have over forty active volunteers, many of whom have progressed from being a client into volunteering roles. We are passionate about providing opportunities to support people to meet their full potential. We offer services to schools, hospitals and care homes as well as provide 1:1 support for vulnerable children and adults. We also offer animal welfare training as well as community art groups.

**About the role**

We are seeking an experienced volunteer coordinator for a temporary part-time two-year contract funded by The National Lottery Community Fund. The role will involve working with the senior management of Noah’s ART to update our systems and processes to enhance the volunteer experience. You will also be supporting volunteers and staff to liaise on the monthly work rota. You will create an efficient method of supporting volunteers supporting them through recruiting, training as well as managing progress, dealing with conflicts and developing social activities to create a supportive work environment. We are also looking for an individual who is happy to contribute to development of our new database that is being built to support our volunteer processes.

**Your input will be essential in meeting our National Lottery targets of:**

* Supporting people to access opportunities to connect with others.
* Supporting people to participate in enriching volunteering opportunities.
* Reducing isolation and loneliness and increase wellbeing in our volunteers.
* Increasing capacity and accessibility of volunteering
* Strengthen the evidence base of why volunteering works.
* Enriching lives by connecting communities and improving accessibility of volunteering in levelling up areas
* Developing a legacy system for volunteering

**Key responsibilities:**

* Dealing with applications to volunteer and complete work placements.
* Interviewing and recruiting suitable volunteers including following up references
* Completing DBS paperwork and following up DBS checks more than 3 years old.
* Developing program of training that is time limited and designed to assess and identify potential in applicants allowing us to offer suitable placement opportunities
* **Liaise with our database administrator and management team to develop an IT system that simplifies the volunteer & staff coordination processes.**
* Liaising with colleges, universities and school for work placements including induction and training
* Review regularly volunteer’s progress and identify follow on opportunities (or flexible approaches) for volunteers (within and beyond our organisation – developing links with other organisations e.g. animal charities, colleges etc)
* Organise and support social events and activities for volunteers
* Developing and maintaining volunteer job descriptions
* Problem solving any issues or conflict arising from supporting volunteers with management support
* Keep contact with volunteers experiencing relapse and plan any return to work accordingly.
* Develop a supported buddy scheme for volunteers who may need a gentler introduction to volunteering

**What are we looking for:**

**Skills / Qualifications**

* Proficiency in IT and Administration skills – database, google drive, spreadsheets
* Excellent time management skills coordinating, prioritising and managing workload
* Excellent people management skills
* Excellent communication skills both written and verbal demonstrating ability to communicate with people from a range of backgrounds
* Conflict resolution skills
* Business management skills
* Animal welfare knowledge gained through experience – essential (own pets sufficient)
* Animal welfare/management qualifications - preferred but not essential

**Person specification**

* A curiosity and willingness to understand animal assisted therapy and the importance of quality training for volunteers supporting both animal welfare and pet therapy
* To be prepared to attend training within house or other
* Be thorough and pay attention to detail.
* Person centered including compassionate, patient, sensitive, understanding and caring.
* Team player and sociable
* Flexible approach to problem solving

**Experience**

* Experience of managing volunteers, including understanding of legal status and rights of volunteers
* Demonstrate good understanding about confidentiality & safeguarding issues
* Demonstrate understanding and awareness of common mental health problems
* Experience in fundraising and volunteer management – preferred but not essential
* Driving license – preferred not essential

**Terms and conditions**

* This post is temporary from 1st May 2023 to 30th April 2025
* The role is 21 hours per week flexible over Mon-Fri with occasional evening and weekend work required
* DBS required

**How to apply**

We welcome applicants to visit our base in Hyde for a tour and explanation of our services before applying for the role. Please provide covering letter detailing what you can bring to the role of volunteer coordinator. Please also provide CV and email to [admin@noahs-art.co.uk](mailto:admin@noahs-art.co.uk)