



Volunteer & Activity Co-ordinator

YPASS (Calderdale)

HOURS: Tuesday to Friday – 7 hours per day (28 hours per week)

SALARY: £21,125.00 per annum

ANNUAL HOLIDAYS: 6 weeks plus Bank Holidays

LOCATION: Halifax

Job Description

REPORTS TO: Service Manager

As the Volunteer and Activity Coordinator at our YPASS service, you will be responsible for organising activities for the residents of the service. You will consult with the people we support to plan activities that support their goals and are relevant to their interests. You will also be responsible for the management of student placements and volunteers, who will support with the activities programme.

RESPONSIBILITIES

- Work in consultation with the people we support to plan and organise activities that are engaging and relevant
- Liaise with support workers to identify need and encourage attendance at activities and events
- Build relationships with other local agencies who can attend/deliver workshops
- Build relationships with local businesses to encourage donations
- Promote the activities, using various methods of communication to encourage attendance
- Line manage student placements and volunteers, coaching them and working closely with our volunteer services manager

Note: This is a job outline only and seeks to set out the principal purpose and functions of the role; it may therefore be subject to change. For management and specialist roles, colleagues will be responsible for the determination, assessment and management of risk.



Person Specification

We encourage anybody passionate about improving lives in communities to apply to join us, even if you don't meet every point on the person specification. We are, however, unable to offer an interview to any applicants who do not demonstrate how they meet the essential criteria for the role.

- Be empathetic and caring, showing understanding and respect to people experiencing difficult circumstances
- Be confident in delivering workshops and activities, with excellent presentation skills and a certain flair that puts attendees at ease
- Excellent written and verbal communication skills, with the ability to write convincingly, speak in an engaging manner, and build relationships
- Be creative and curious, always thinking outside the box and bringing new ideas to the service
- Be highly organised, with the ability to organise activities in advance and encourage attendance

ESSENTIAL CRITERIA FOR THE ROLE:

- A commitment to Equality, Diversity and Inclusion
- An understanding of, and ability to maintain professional boundaries
- A commitment to undertake any training required for the role
- Ability to work flexibly to meet the needs of the service
- Willingness and ability to work in line with our Values and Behaviours

Safer Recruitment

Horton Housing is committed to safe and fair recruitment, safeguarding and protecting the people that we support. The majority of positions here at Horton will require a fully completed application form and an enhanced DBS check to identify and reject applicants who are unsuitable to work with children, young people or vulnerable adults.

