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| Title | Youth Volunteer Coordinator |
| Hours | 37.5 hours |
| Pay | £22,175 |
| Location | The Parasol Project, Tower Playbase Maltfield Road, Northway Oxford OX3 9RG |
| Responsible to | Executive Director |
| Working closely with | Executive Director Teenage Service Manager Tower Playbase Coordinator Office Manager Finance officer Fundraiser Enabler team |
| General purpose of the job | To develop and manage the inclusive Parasol Youth Volunteering project, which gives disabled and non-disabled young people from diverse backgrounds the opportunity to: <ul style="list-style-type: none"> • make a difference • increase in self-confidence • develop vital work & life skills • help deliver Parasol activities. |

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| Main Duties | <p>Budget management To manage a substantial volunteer project budget (volunteer expenses, t-shirts, celebrations, AQAs, training)</p> <p>Volunteer recruitment</p> <ul style="list-style-type: none"> • <i>Internal:</i> To work with Parasol service managers to identify and recruit new youth volunteers from among existing activity attendees (publicity, application process, interviews, and trial shifts) • <i>External:</i> To work with local schools/organisations to identify and recruit new youth volunteers (Partnership development, publicity, application process, interviews, and trial shifts) <p>Volunteer training To organise yearly youth volunteer training (volunteer job fair, roles & responsibilities & team building) and consult with young people regarding additional specific training needs.</p> |
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| <p>Main Duties</p> | <p>Volunteer support</p> <ul style="list-style-type: none"> • <i>Safeguarding Responsibilities:</i> to work with the Teenage service manager to ensure all members of the Volunteering Project are being effectively safeguarded. • <i>Pastoral:</i> To support members of the youth volunteer team (current members and new intake) to be appropriately prepared to safely and effectively undertake volunteer duties at Parasol child & teen activities (uniforms, expenses, meetings, mentoring) • <i>Appraisals:</i> To hold regular meetings with youth volunteers to recognise positive development, support CV writing and discuss areas for improvement. <p>Volunteer Placement</p> <ul style="list-style-type: none"> • <i>Teen Service:</i> To work with the Teenage Service Manager to plan & deliver teenage activities (Youth group, Holiday Choice Days, Residentials & Celebration events) and support youth volunteers in facilitating these activities alongside paid staff. • <i>Child Service:</i> To identify youth volunteers with the interest and capacity to be promoted to paid staff positions and communicate with the service managers about next steps. <p>Volunteer certification To handle the administration of volunteering AQA awards and organise a presentation ceremony during celebration events.</p> <p>Consultation, Monitoring and Evaluation:</p> <ul style="list-style-type: none"> • <i>Recordkeeping:</i> To maintain clear paper and digital volunteer records • <i>Surveys:</i> Complete surveys with the young people to track progress, gain feedback and contribute to the monitoring and evaluation process • <i>Youth Panel:</i> To work with the Teenage Service Manager in facilitating a quarterly youth panel (represent young people's views, shape Parasol activities, evaluate projects). |
| <p>Person specification</p> | <p>We are willing to consider candidates from any background provided they can demonstrate both the relevance of their skills and experience, and a sense of commitment to respond to Parasol's inclusive vision.</p> <p>Essential person specification:</p> <ul style="list-style-type: none"> • Experience of working with children & young people. • Knowledge of safeguarding procedures. |



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| | <ul style="list-style-type: none">• Excellent organisational, written, and verbal communication skills.• Ability to communicate with a wide variety of individuals and organisations.• Positive, energetic, and resilient manner.• Computer competency including dealing with standard MS word & spreadsheets.• Ability to work independently and as part of a team? <p>Desirable person specification:</p> <ul style="list-style-type: none">• Relevant qualification in the field and/or educated to degree level.• Experience of supporting disabled children and/or young people.• An understanding (and preferably direct experience) of the UK voluntary sector environment.• First Aid qualification.• DBS registered for update service.• Safeguarding qualification/training. |
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