

DENBIGHSHIRE COUNTY COUNCIL JOB DESCRIPTION

Job Title: Volunteering & Traineeships Officer

Grade: 7

Service: HR Direct

Service Area: HR Direct

Responsible to: Georgina Humphreys/Linda Atkin

Job ID Number / Date Issued: 6th August 2013

Job Purpose

Responsible for the coordination and delivery of the Corporate Volunteer Strategy throughout the organisation and to the relevant key stakeholders. In addition, supporting the implementation of the Volunteer Management Information System (MIS).

Building upon the organisation's experience to date, recognise and develop a range of trainee routes (including apprentices, graduates, internships and work experience etc.) which can generate valuable employment opportunities, build skills & qualifications, meet the skills gaps within the council to support front line service delivery and to meet the corporate priorities

Principal Accountabilities and Responsibilities

- To successfully manage the implementation of the corporate volunteer strategy across the organisation utilising best practice techniques to ensure all volunteers have a high quality and positive experience.
- Coordinate and chair the Volunteer Focus Group
- Support the implementation of the volunteer MIS system through effective communication, providing training, workshops and guidance to those using the system.
- Raising awareness across the organisation on how to effectively use volunteers within services who currently do not use volunteers.
- Create a toolkit of effective resources which will provide support, guidance, clear policies, processes and procedures.
- Ensure effective stakeholder engagement and collaborative working.
- Raise awareness externally of the system in particular to agencies helping those back into employment, schools, colleges and universities etc.
- Identify, market and advise managers on the range of traineeships and

- work experience opportunities.
- Co-ordinate internship, work experience, graduate and apprenticeship schemes within the Council, ensuring that those in placement are appropriately supported and consistent policies and procedures are in place.
 - Advertise opportunities, through relevant partnership organisations where appropriate, to maximise take-up
 - Maintain Synergy; Denbighshire County Councils Young in age or career path networking and development group

Resources/Equipment/Material

Supervision/Management of People

Knowledge, Skills, Training and Experience

- Degree level qualification or equivalent and proven project management skills
- Experience of managing change for a successful outcome
- Demonstrated ability to secure and sustain partner / stakeholder engagement with the projects
- Ability to work and influence at a strategic level
- Knowledge and understanding of volunteering, apprenticeships, graduates, internships and work experience
- Strong Research Skills
- The ability to communicate persuasively and with confidence, both orally and in writing. Adapting style of communication to the audience.
- Strong influencing and negotiating skills, combined with the ability to source innovative solutions to challenges faced
- The ability to manage time and prioritise effectively to achieve objectives and deliver work within tight deadlines.
- The ability to act in initiative and take responsibility for decisions to achieve results. Demonstrates tenacity in pursuit of goals; prepared to challenge the status quo to bring about improvements.
- The ability to identify, analyse and interpret relevant information from a range of sources to develop well-informed solutions.
- The ability to work alongside others with sensitivity to bring skills together in order to achieve a common goal or purpose.
- Excellent interpersonal / communication skills, and able to work successfully across organisational boundaries

- Empathy to the Welsh Language and Culture

Special Working Conditions**Employment Checks/ Specific Requirements****Vision/Context**

The postholder will be responsible for managing the implementation of the Corporate Volunteer Strategy alongside supporting the introduction of the volunteer MIS. In particular focusing upon a potential future programme of work to develop volunteering which will bring significant benefits to the organisation and more importantly, to the county of Denbighshire.

In addition to continue coordinating a number of work streams including volunteering, graduates, apprenticeships, work experience and internships.

DENBIGHSHIRE COUNTY COUNCIL PERSON SPECIFICATION

The Person Specification sets out the skills, knowledge and experience that are considered to be necessary to carry out the duties of the post effectively. It will be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet these criteria.

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| <u>CRITERIA</u> | <u>ESSENTIAL</u> | <u>DESIRABLE</u> | <u>METHOD OF ASSESSMENT</u> Application Form / Interview / Presentation / References etc |
|--|--|---|--|
| i. EDUCATION & QUALIFICATIONS | Degree level qualification or equivalent Proven Project Management Skills | Qualification in Prince 2 | Application Form |
| ii. RELEVANT EXPERIENCE | Experience of managing change for a successful outcome Demonstrated ability to secure and sustain partner / stakeholder engagement with the projects Ability to work and influence at a strategic level Strong Research Skills | Experience of working within Local Government | Application Form/Interview |
| iii. JOB RELATED KNOWLEDGE & SKILLS | Knowledge and understanding of volunteering, apprenticeships, graduates, internships and work experience | Proficient IT Skills, including application of Microsoft Office (Word, Excel & Powerpoint) | Application Form/Interview |
| iv. PERSONAL QUALITIES | The ability to communicate persuasively and with confidence, both orally and in writing. Adapting style of communication to the audience. Strong influencing and negotiating skills, combined with the ability to source innovative solutions to challenges faced The ability to manage time and prioritise effectively to achieve | Innovative approach to project development and delivery, capable of flexibility due to changes in circumstances | Application Form/Interview |

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| | <p>objectives and deliver work within tight deadlines.</p> <p>The ability to act in initiative and take responsibility for decisions to achieve results. Demonstrates tenacity in pursuit of goals; prepared to challenge the status quo to bring about improvements.</p> <p>The ability to identify, analyse and interpret relevant information from a range of sources to develop well-informed solutions.</p> <p>The ability to work alongside others with sensitivity to bring skills together in order to achieve a common goal or purpose.</p> | | |
| <p>v.</p> <p>OTHER REQUIREMENTS</p> | <p>Excellent interpersonal / communication skills, and able to work successfully across organisational boundaries</p> <p>Empathy to the Welsh Language and Culture</p> | <p>Ability to converse and work within the medium of Welsh or willingness to acquire Welsh language skills</p> | <p>Application Form/Interview</p> |