**Job Description**

**Job Title: Volunteer/Activities Coordinator**

**Location:**  Community Base, Brighton

**Hours:**  15 hours per week

(some evening/week-end work for which TOIL may be taken)

**Salary:**   £22,000 p.a. plus pension (FT)/ PT pro rata

**Accountable to:**   Strategic Development Manager

**Contract:** Fixed term until 1st July 2021

### Purpose of Job:

To ensure the provision of high quality support services and social opportunities for autistic adults that facilitates independent living, personal empowerment and improved wellbeing.

**1. Job Specific Areas of Responsibility:**

The duties set out in this Job Description are to be carried out in accordance with the Staff Handbook.

To maintain and expand Assert’s Volunteer and Mentor Programme, organise regular Social Inclusion Activities, facilitate our monthly drop in, organise other ad hoc events including our AGM, undertake risk assessments and maintain client and volunteer records in relation to the role.

**a) Stakeholder support**

* To plan and facilitate service user led monthly social activities and outings and to plan other activities and events as required by the organisation.
* To attend regular casework supervision meetings
* To organise and maintain Assert’s monthly drop-in social group and monthly social events.
* To engage with the Autistic community and remain up to date on developments in the sector.
* To ensure that Assert works within Good practice guidelines in working with volunteers. To work towards gaining a quality standard for organisations working with volunteers.
* To ensure that health and safety, risk assessments and good practice are followed when working with volunteers and organising events and activities.
* To ensure that activities and events are service user led and planned with the Assert team and SDM.
* To represent the organisation in the public arena and act as a voice for the expression of members’ and carers’ views and the promotion of Assert policy and practice.
* To educate and raise awareness amongst the wider public in all matters relating to AS and HFA.
* To recruit, train and provide ongoing support & supervision for volunteers and mentors.
* To match mentors with service users, providing on-going support for both mentee and mentor.
* To assist service users in accessing good quality voluntary positions within the wider nonprofit community.
* To deliver both general volunteer training on Autism Awareness and deliver our in-house mentor training
* To work alongside other organisations and attend events to promote volunteering opportunities within Assert.
* When funding allows organising and facilitating projects and workshops for members. Examples of past projects, Brighton Fringe Festival photography project & exhibition, Healthy eating cookery course and art based sessions.

#### b) Administrative support

* To ensure the smooth running of the Assert office and to be one of the first points of contact for all enquiries whether in person or on the telephone/by email.
* To assist enquirers in accessing appropriate services, taking due consideration to ensure privacy and confidentiality.
* Ensuring that DBS’s, references and risk assessments are undertaken for volunteers.
* To answer queries about Assert’s services and provide information about its services including mailing out written information about the organisation on request.
* To develop and maintain appropriate and accessible administrative systems and procedures for all aspects of the role. To manage email and telephone responses within appropriate timescales, maintaining supplies of stationery and consumables, maintenance client and volunteer files and the production of service statistics.
* To produce regular computer generated statistical and narrative reports according to the needs of the organisation.

### 2. Organisational responsibilities

* To contribute to the purpose and strategic aims of Assert.
* To contribute to the welfare and wellbeing of staff, volunteers and the service users.
* To uphold the commitment of Assert to the provision of equal opportunities in all aspects of its work.
* To take part in meetings, discussions, training and working groups as appropriate.
* To perform other duties as may reasonably be allocated by the SDM from time to time.

### 3. Variation Clause

ASSERT reserves the right, following full and reasonable consultations with the post holder and with her/his Trade Unions or other representatives, to vary, add to or alter any of the terms and conditions of employment attaching to the post of Volunteer/Activities Coordinator.