

JVN 'Just Volunteer Now Programme' Coordinator

Job Description

April 2023

Our Purpose

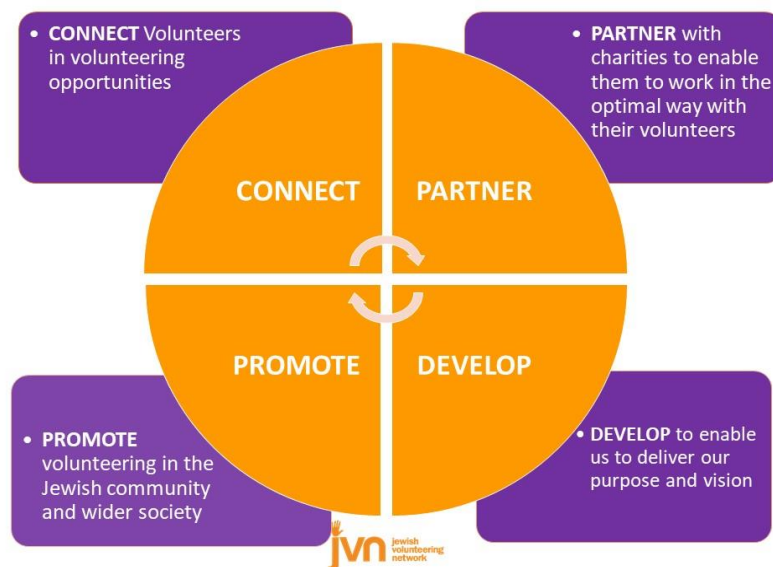
We believe that volunteering changes lives, communities and society and everyone can be encouraged to do it.

Connecting volunteers. Supporting charities. We bring volunteers and charities together, giving vital support to the Jewish and wider community.

Our Vision

JVN will be the Jewish community's centre of volunteering excellence by 2023.

Our Strategic Objectives



Our Values

- We promote volunteering to all
- We apply the highest standards of integrity and transparency to all aspects of our work, acting ethically in all we deliver
- We are guided by the imperatives of *Tikkun Olam* (healing the world) and *Gemilut Chasadim* (acts of kindness)
- We work respectfully across all communities
- We believe that volunteering should be a positive, safe, and rewarding experience for the volunteer and those people they are helping

JVN Just Volunteer Now Programme Coordinator

The Role

The aim of the role is to create, market and manage the JVN Young Adult Volunteering Programme known as 'Just Volunteer Now'. We hope this programme will inspire participants to embed volunteering in their lives as they recognise this as a way to enhance their own wellbeing, develop life skills, as well as enrich society. This role is ideal for someone with a passion for volunteering who is looking for an opportunity to gain experience of working in the community.

You will need to approach the role with a high degree of commitment and flexibility to guarantee the success of this programme.

Reporting to

Volunteer Development Coordinator

Hours

This is a full-time grant funded role for a 12 months' contract. The successful candidate will need to work flexibly, this may include some evenings and occasionally Sundays.

We will consider a part-time role for the right candidate.

Responsibilities

Creating Programme

- Build a Steering Group, together with Volunteer Development Coordinator.
- Work with the Chair and Steering Group on creating a participant-led programme and a vibrant marketing campaign to engage participants.
- Work closely with charities both within and outside of JVN's existing network, to guide, shape and lay framework for the programme and the participants' self-led project.
- Create the content of the informal educational and social sessions, inviting guest presenters where relevant.

Recruitment

- Create recruitment pack which includes survey of charities of interest to inform programme framework.
- Monitor application process including conducting informal meetings with prospective participants.
- Collate information from surveys into usable data to approach and build programme and to later inform self-led participant project.
- Finalise cohort, confirm attendance and communicate start of programme.

Marketing

- Work closely with the Communications Manager to build a social media campaign, including creating content for social media campaign and the JVN website.

- Work with the Steering Group to market the programme widely amongst their networks, as well as find new avenues to promote the programme.
- Connect with under 30s on the JVN database to encourage them to participate.

Managing Programme and Project

- Work with the Steering Group to manage the programme.
- Communicate regularly with the participants to ensure attendance and active engagement.
- Maintain communication with JVN team and charity partners.
- Prepare for and attend each session and be the point of contact during each event.
- Support and oversee the participant self-led project and offer advice as needed.

Monitoring and Evaluation

- Monitor and evaluate the programme through.
- Build session feedback and analyse data.
- Evaluate the programme at the end with each participant.
- Write reports and recommendations throughout the process.
- Work with each participant to help guide and offer support over 3-month period to help find a volunteer role suitable once programme is finished.

Additional duties

- Participate in the JVN Team activities such as pop ups to market the programme and community events.
- Provide office and IT/technical and database support as needed.

This description may not reflect all tasks you may be asked to perform.

JVN Young Adult Volunteering Programme Lead

Person Specification

Responsibilities

Skills & abilities

Essential:

- Passion for and experience of volunteering, particularly with young adults (20s)
- Able to connect and engage with young adults
- Experience with leading a team
- Good social skills and comfortable in a forward-facing role
- Efficient and effective organisation and administration
- Experience in marketing/social media
- Excellent interpersonal and verbal communication skills
- Good professional writing skills
- Good networking skills and happy to build relationships with charities
- Flexible approach to a range of tasks
- Ability to work on several projects to deadlines in a busy environment
- Ability to seeing project through to completion
- Ability to work effectively independently and as working as part of a team
- Methodical and high attention to detail
- Proficient IT skills (Word, Excel, Canva and Powerpoint)
- Keenness to learn and develop new skills

Desirable:

- Website/app design experience
- CMS/Database experience
- Charity sector experience
- Knowledge of the Jewish community

Salary:

£22,000- 24,000 per annum. This role will be initially for 12-months as it is dependent on grant funding.

Working Hours:

JVN's working hours are Monday to Thursday 9.00am-5.30pm, Fridays 9.00am-1.00pm (winter), 9.00am-3 pm (summer) with half an hour break for lunch (unpaid). There will be some evening and weekend work.

FTE: 36 hours pw (Winter), 38 hours pw (Summer).

Benefits

- Early finishes Friday
- Home-working on Fridays (unless needed otherwise)
- Access to courses and personal development
- Actively encourage and support further development of skills and experience.
- Time off in Lieu for evening and weekend work, subject agreement with line manager.

Diversity & Inclusion

We are an equal opportunity employer. We are committed to diversity and inclusion. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic.

Holidays:

28 days including bank holidays when they fall on working days.

Jewish Festivals:

JVN is closed for Jewish festivals when they fall on working days (Rosh Hashanah, Yom Kippur, Shavuot, Sukkot – first two days and Shemini Atzeret and Simchat Torah).

Location:

This role is based at the JVN offices in Bet Meir, Schaller House, Albert Road, London NW4 2SJ.

Travel around London will be required as part of the role.

Application Process

There will be a 2 stage interview process.

Interviewing will be taking place before closing date.

For any further information please feel free to contact gemma@jvn.org.uk

To apply please send a cover letter and C.V to lesleyg@jvn.org.uk

Closing Date: **5pm Tuesday 9th May 2023**