



JOB DESCRIPTION

Job title:	Volunteer Coordinator
Reporting to:	Operations Manager
Location:	OCD Action's main office in Islington, London, EC1
Hours:	Part-time 15 hours / week (2 days equivalent)
Salary:	£23,500 per year pro rata (£9,400 per year)
Holiday:	10 days (25 days pro-rata) plus public holiday allowance
Duration:	1-year contract with a view to extending this subject to continued funding

ABOUT OCD ACTION

OCD Action is the leading national charity focusing on Obsessive Compulsive Disorder (OCD), a debilitating mental health condition affecting around 1-2% of the population. We are here because OCD ruins lives, it tears families apart and leaves people isolated and exhausted. Our job is to help people affected by OCD to fight back. We provide support and information to anybody affected by OCD, work to raise awareness of the disorder amongst the public and frontline healthcare workers and strive to secure a better deal for people with OCD.

JOB PURPOSE

In the newly-created position of Volunteer Coordinator, your role will be to ensure that OCD Action has the volunteers it needs to carry out the Charity's vital work. You will support the various services and sections of OCD Action in recruiting, selecting, inducting, and training volunteers, and in supervising, supporting, appraising and retaining volunteers. You will also strive to ensure that volunteers are recognised for, and satisfied with, the important contribution they are making to OCD Action's work, and that their skills, knowledge and experience are best utilised in the attainment of the Charity's objectives. OCD Action has volunteers throughout the UK and your work will encompass not only the oversight of volunteering at the London office but also in remote locations.

RESPONSIBILITIES

Internal needs analysis

- Liaise with the various services and sections of OCD Action to understand how each service / section operates, and develop a tailored approach to supporting each service's / section's volunteering needs

Volunteer recruitment and selection

- Consult with colleagues to create or update role descriptions and person specifications for volunteer positions
- In consultation with colleagues, oversee the volunteer recruitment process by promoting volunteer openings through established and new channels (including social media), processing applications, interviewing applicants, informing them of selection decisions, issuing volunteering agreements, and completing background checks

Volunteer induction and training

- Review, update and maintain the OCD Action Volunteer Handbook, in consultation with colleagues



- Ensure that all volunteers are welcomed and inducted into the Charity effectively and appropriately, that they work within OCD Action's policies and procedures, and that initial and ongoing training is provided to volunteers as needed (either internally or externally as appropriate)

Volunteer management

- Ensure that ongoing support and supervision (including clinical supervision where appropriate) is provided to all volunteers, that volunteer performance is monitored effectively, and that volunteers' progress and satisfaction are regularly assessed
- Ensure that the Charity's ways of recognising volunteer efforts and achievements are reviewed and developed on an ongoing basis
- Ensure that the Charity's ways of communicating with volunteers, and the means through which volunteers are able to communicate with one another (including our volunteer website) are managed, reviewed and developed on an ongoing basis

Volunteering policy

- Review, update and maintain OCD Action's volunteering policies and procedures, in consultation with colleagues
- Encourage best practice in volunteering throughout the Charity, keep abreast of legislation related to volunteering, and ensure any necessary changes are adopted within OCD Action

Administration

- Maintain accurate centralised records of volunteers and volunteering activity
- Record quantitative data on volunteering within OCD Action, and monitor qualitative changes, for reports to trustees and funders, and to help the Charity in its efforts to recruit, support and retain volunteers

General

- Work within OCD Action's general policies and procedures, and contribute to their ongoing review and updating
- Take part in the general activities of OCD Action, including team meetings, annual conference and other events, and our annual Week of Action, and contribute to our newsletter and website
- Undertake other duties, appropriate to the role of Volunteer Coordinator and to the needs of OCD Action, as agreed with the Operations Manager

How to apply

To apply for this role, please send a CV along with a covering letter outlining why you are interested in the position and how you meet the criteria in the person specification. Applications should be sent to philip@ocdaction.org.uk or by post to Philip Moore, Operations Manager, OCD Action, Suite 506-507 Davina House, 137-149 Goswell Road, London, EC1V 7ET.

The deadline for this job application is 5.00 pm on Wednesday 31 October 2018.

Please note: Appointment to this position is subject to an enhanced DBS check and satisfactory references.