



## Volunteer Recruitment Co-ordinator Maternity cover

Our Mission is to create a community where Children and Young Adults can live, learn and work in an integrated community based on mutual respect and unfolding of individual potential

Post:	Volunteer Recruitment Co-ordinator Maternity cover
Service:	Central Office
Line Manager:	HR Administrator
Hours:	35 hours per week

**Job Dimensions**–.This post is responsible for the recruitment and day to day administration of year long and day volunteers. The post-holder is also responsible for liaising with Universities who wish to place students as part of their course. The day to day work requires on-going liaison with House Coordinators and other managers where volunteers/students are placed. There is a responsibility on the post-holder to quality assure the placement of volunteers/students to ensure that the best possible experiences can be had by those volunteering in CSA, while ensuring UKVI regulation is complied to for all types of volunteers and placements on site.

For more information, please visit our website  
[www.camphillschools.org.uk](http://www.camphillschools.org.uk)

## Key Responsibilities

### Recruitment

- To maintain high level contact and good working relationships with all relevant volunteer placing agencies and universities to ensure that partnership arrangements are strong; so that volunteer referrals and student placement requests are made to CSA
- To promote the opportunities available in CSA for volunteering in UK, Europe and beyond, whether this be through recruiting agencies or personal contacts made on behalf of CSA
- To elicit the needs for volunteers from House Coordinators and other managers. This will relate to skills requirements and number

### Placement

- To undertake all due diligence tests (Visa; PVG etc.) which are required by CSA and various government agencies
- To complete the UKVI visa application and ensure all information is in good order, confidential and conforming to SMS (Sponsor Management System) requirements
- To ensure that all recruitment and placement information is kept in good order and is confidential
- To undertake a mix and match process with House Coordinators and managers to ensure that volunteers are as well matched as possible

### Monitoring

- Meeting with volunteers in a group in their houses to have learning conversations about their experiences
- Meeting with House Coordinators to have conversations about their experiences with the volunteers and if anything can be changed or put in place to aid their time within CSA
- Being available for 1-1 conversations for those volunteers who need it
- Acting as a gateway to medical, counselling or other support, should volunteers need and ask for it
- Ending the volunteering experience when volunteer is unsuitable and no other place on site has been found

## Key Responsibilities

### Health & Safety

- Ensure all relevant and current CSA H&S policies are understood and that it is known where to access these, and further information, should it be required
- Comply with the CSA Health and Safety policies, including Fire Precautions and Prevention
- Ensure all reasonable precautions are taken to provide for the safety of volunteers and students and, in addition, to those children and young people they are supporting

### Safeguarding

- Ensure that work undertaken to safeguard children, young people and young adults is effective and consistent with the policies, procedures and protocols of CSA
- Contribute to SAG – where possible create initiatives for the volunteers to enjoy the community, estates and local region, in line with the UN Sustainable Development Goals while upholding CSA H&S policies.
- Ensure that all volunteers have a good standard of wellbeing while working within CSA.

## Experience/Knowledge

### *Essential*

- Good level of general educational qualifications
- Awareness of UK employment legislation including EUSS.
- Experience of providing one to one or group support to volunteers/ students
- Knowledge/evidence of use of Word, Excel, PowerPoint
- Evidence of use of HR database systems
- Evidence of excellent report/case note writing and recording
- Evidence of excellent verbal communication skills
- Current knowledge and understanding of Protection of Vulnerable Groups legislation
- Holding PVG membership for work with volunteers, children and vulnerable adults
- Use of Government SMS (Sponsor Management System) to issue visas and knowledge of compliance for UKVI.

### *Desirable*

- Relevant higher-level qualification
- Working knowledge of training programmes relevant to the placement and support of volunteers
- Knowledge/Experience of the ethos, values and principles associated with the Camphill movement

## Accountability

- Ensure all relevant and current CSA H&S policies are understood and that it is known where to access these, and further information, should it be required
- Comply with the CSA Health and Safety policies, including Fire Precautions and Prevention
- Ensure all reasonable precautions are taken to provide for the safety of staff attending training in any of CSA premises

## Personal Qualities and Aptitudes

- Having a high-level interpersonal skill set
- Being able to work on your own as well as part of a team
- Highly motivated to make a difference to our cohort of children and young adults and to contribute to the life of the community

The tasks and remit contained within this job description captures the main responsibilities of the role and is not exhaustive. CSA retains the right to request other tasks, within reason, be undertaken by the post holder as requested.

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