

# Job Description

<b>Job Title:</b>	Volunteering & Development Coordinator
<b>Department:</b>	Volunteering
<b>Reporting To:</b>	Volunteering Manager
<b>Location:</b>	SportPark, Loughborough
<b>Job Purpose:</b>	To support the design and delivery of projects as part of the Development team and to provide an efficient administration service to the Development team

## Scope and Accountabilities

(The degree of leadership / managerial / budgetary or people responsibility and/or key focus of the role - what it is expected to deliver)

- Manage the administration of key volunteer training programmes
- Support the work of the National Youth Advisory Panel
- Be the first point of contact for volunteering related queries
- Contribute to the operation of projects and programmes operated as part of the Volunteering Focus Areas as directed by the Volunteering Manager.
- Ensure effective communication with a wide range of teams and stakeholders,

## Working Relationships

(The breadth of collaborative working and influence over internal / external stakeholders)

- Develop and maintain a range of useful contacts internally and externally, developing good working relationships with others. Specifically internally, the Development team and wider Regional Team. Specifically externally, the Regional Boards, Discipline Leadership Groups and other volunteer contacts.
- Support and engage with other Swim England Departments on matters of mutual concern as part of project development and delivery
- Communicate with your contacts regularly, providing information to audiences in a variety of ways. Modify your engagement style to suit the audience.

## Influence

(The extent to which the role demands strategic thinking to influence colleagues and stakeholders in support of the organisation's aims.)

- To work with other members of the Development team to provide support and relevant input in relation to projects
- To recommend improvements to processes based on previous experience where appropriate

## Managerial / Professional Expertise

(The degree of technical knowledge & experience which is needed)

- Good knowledge of volunteer motivations
- Experience of volunteering management and engagement either as a team member or project leader
- Awareness or experience of planning delivery of training to a diverse audience
- Experience of sports development
- To gain a sound working knowledge of the Microsoft Office package, with primary focus on Excel, Word and Outlook.

## Deliverables:

(The actual tasks and KPIs against which performance is measured and appraised)

- Provide administration for the Development Team as required by the Volunteering Manager.
- Provide financial monitoring for projects as directed.
- Support the co-ordination of training and meetings connected to the operation of the Development Team, including club forums and events
- Maintaining and updating online volunteering resources as directed by the Volunteering Manager.
- Provide support and engage with the National Youth Panel and regional leads connected to Regional Youth Panels.
- Prepare information and presentations as requested by the Head of Development and Volunteering Manager.
- Working with the Development Team to support the development/delivery of marketing materials and press releases that are approved by the Swim England communications team.
- The post holder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager.
- The post holder will proactively comply with and promote all organisation policies, in particular those relating to Equality and Diversity, Health & Safety and Data Protection.

## Person Specification

<b>Skills:</b>	<b>Essential</b>	<b>Desirable</b>
Good working knowledge of Microsoft office	E	
Ability to maintain accurate records	E	
Ability to manage a varied administrative work programme to required deadlines	E	
Ability to produce reports and presentations	E	
Proven ability to act on own initiative and to work as part of a team	E	
A high level of accuracy	E	
<b>Knowledge:</b>		
Knowledge of Volunteer Management		D
Knowledge of Sports Development	E	
Knowledge of the Aquatics industry		D
<b>Experience:</b>		
Proven experience in multi discipline administration	E	
Proven experience of diverse volunteer engagement		D
Proven experience of active volunteer management		D
Proven experience of project working	E	
Proven experience of sports development	E	
Experience of website maintenance	E	
<b>Approach:</b>		
Consistent delivery of work	E	
Able to adapt approach based on audience	E	
Flexible approach to work, resilient and able to work under pressure	E	
Willing to gain a good working knowledge of aquatics, sports development and volunteer management	E	
<b>Qualifications:</b>		
GCSE grade A-C or equivalent in English and Maths	E	

## Your Personal and Career Development Plan

### Performance and Career Prospects:

(The progression routes to other roles within the business)

This role has been graded Orange on our Career pathway, therefore other Orange graded roles could offer additional skills or experience. Yellow, Green, Blue or Purple graded roles would offer progression.