

VOLUNTEER COORDINATOR – OPENING DOORS

**Shepherds Bush, London W12
2-year contract**

£28,750 pa in Year 1, £29,038 pa in Year 2

Could you be the Opening Doors Volunteer Coordinator for the next two years? Are you looking for a change and a challenge working with volunteers to deliver sporting and arts activities for people with learning disabilities?

OPENING DOORS is Yarrow's volunteer project funded by City Bridge Trust, supporting people with learning disabilities to access art, sport and cultural activities in London by matching them with volunteers with shared interests. The project has been running for three years and we are delighted to announce that it has just been awarded a grant to continue for a further two years.

Opening Doors has been run very successfully by Marie Ohlander and Helena Reed, as a job share post. Their energy and enthusiasm combined with that of twenty plus fantastic volunteers meant that last year Opening Doors delivered a staggering 391 activities for people with learning disabilities. The range of activities was enormous, everything from rock climbing to supper clubs, film making to theatre trips, badminton to rugby!

Opening Doors is all about making sure that people take a full and active part in their community and try lots of new and exciting activities. It's about empowering people with learning disabilities, increasing confidence, widening social networks and improving wellbeing. The project is open to people with learning disabilities across London, not just Yarrow people, so Opening Doors' potential to expand is huge.

Helena and Marie are leaving Opening Doors to pursue other ventures, so Yarrow is recruiting a new Volunteer Coordinator. The new 2-year funding provides for a full time Volunteer Coordinator and the development of an Opening Doors website to help us reach our target of providing 400 opportunities and activities this year. The plan is also to market the project widely and ensure that key staff in the local authorities where Yarrow works are fully aware of the project and its value to people with learning disabilities and their families.

It will be an exciting, challenging and very busy two years. It will also be great fun! Could you take up the challenge and take Opening Doors to the next level?

The closing date for receipt of applications is 5pm on Monday 28th October.

ABOUT THE JOB

To enable people with learning disabilities to discover and take part in London's sporting and cultural life by promoting opportunities for exercise and activity, thereby improving wellbeing and increasing social networks.

To manage a volunteering programme, recruiting and training volunteers and matching their interests with those of people with learning disabilities.

To manage Opening Doors' website, social media and press so as to promote membership, volunteering and raising awareness of the project widely.

To seek to secure the future of the Opening Doors project when funding has ended by marketing it to local authorities, volunteer bureaux, etc.

KEY RELATIONSHIPS

- People with learning disabilities
- Volunteers
- London's sporting and cultural venues, galleries, museums, etc.
- Yarrow's First Line Managers
- Local authority learning disability teams, commissioners

KEY RESPONSIBILITIES

- Identify the sporting and cultural interest of people with learning disabilities and enable them to participate and enjoy the sporting and cultural life of London
- Develop relationships with key sporting, cultural and arts organisations, including galleries, theatres, museums, sports venues, event organisers, leisure centres; seek free or reduced entry; explore opportunities for acting as an 'umbrella' organisation for events
- Deliver 400 activities/opportunities for people with learning disabilities each year, encouraging people to make choices and to try to new activities
- Develop Person Centered Plans for 40 individuals, identifying activities of interest and action plan for taking part
- Encourage people with learning disabilities to form new social networks, and develop and sustain friendships

- To recruit, manage and train 35 volunteers each year, including volunteers with learning disabilities; seek a commitment of 40 hours wherever possible; ensure volunteers understand Yarrow's values and their key role in empowering people with learning disabilities
- Identify likely risks to volunteers and service users and ensure there are systems to manage and mitigate these; risk assess venues; ensure DBS checks are up to date.
- Ensure that the volunteers receive appropriate support and supervision, recognition and appreciation of their work
- Recruit, train and manage three people with learning disabilities as Assistant Volunteer Coordinators one day a week
- Develop and manage a website for Opening Doors for recruiting volunteers and members, publicising activities and the project across London to learning disability organisations, companies, businesses and local authorities
- Manage and post events and activities on Opening Doors and Yarrow's social media accounts and website, liaising and working with Yarrow's social media and press officer
- Promote Opening Doors and its benefits to local authority commissioners, learning disability teams, councillors and volunteer bureaux.
- Work with people with learning disabilities to produce accessible, pictorial information on London's cultural and sporting activities, as appropriate
- Develop travel buddies to support those less able to travel alone
- Monitor and track the project outcomes; produce reports to City Bridge Trust and Yarrow's Board of Management

PERSON SPECIFICATION:

- Experience of working with people with learning disabilities
- Good knowledge of London and awareness of London's sporting and arts opportunities/venues and its community
- Excellent interpersonal skills with the ability to relate to, communicate with and build good working relationships with a wide range of people in many differing organisations local authorities and walks of life
- Excellent oral and written communications skills combined with the ability to listen and understand people; confident, friendly telephone manner

- Ability to develop communication materials, easy read, pictorial and audio-visual material
- Ability to use social media, e.g. Twitter, and website
- Understanding of the need to 'think outside' the box, recognise and build upon additional opportunities as they arise
- Good knowledge of IT for recording data, monitoring and reporting
- Willing to work flexibly, including some evenings and weekends

CORPORATE

To ensure that the aims, objectives, policies and procedures of Yarrow are promoted and implemented. In particular:

- Comply with standards outlined in the key result areas and in Yarrow's Code of Conduct
- Comply with Health and Safety, and other related policies
- Comply with Yarrow's Equal Opportunities policies
- Observe and comply with good practice and current legislation regarding use of technology and the internet
- Maintain the confidentiality of all information connected to service users, other members of staff and Yarrow's business
- Work flexibly and be prepared to perform any other duties commensurate with the role, either at the initial place of work or at any other of Yarrow's services

VOLUNTEER COORDINATOR

HOW TO APPLY FOR THE POST

To apply to be the Volunteer Coordinator for Opening Doors you will need to read the job description and the person specification above and then download an application form from the Yarrow website, complete it and return to Yarrow at the following email address:

olubode.olatunji@yarrow.org.uk

In the section titled: **Why am I applying for this job** tell us why you are applying for the job and why you think you will be able to do a good job. Alternatively, you can send a CV with a cover letter which addresses the key points highlighted above in the person specification.

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