

## EDINBURGH CITY MISSION – JOB DESCRIPTION

### PART-TIME (15 HOURS/ WEEK) VOLUNTEERS COORDINATOR

£24,500pa (pro rata)

Closing Date: 5pm 12/2/21

The role of the Volunteers Coordinator is to work closely with our Mission Strengtheners to place and integrate new volunteers into Edinburgh City Mission outreach projects (partnered with local churches).

Edinburgh City Mission's vision is to "see people in Edinburgh experience God's love and hear the amazing gospel." The Volunteers Coordinator will play a key role in praying for and furthering this vision, strengthening the church's mission in their local communities.

This position reports to the Outreach Team Leader (or the CEO, in her absence) who can make changes to the Job Description to fit the requirements of the organisation, in discussion with the post-holder.

The position requires an element of flexibility in terms of the shape and direction of the role, and requires working some evenings and weekends (with time off in lieu).

**The post-holder must be a committed Christian (see Occupational Requirement below).**

### FAITH-INSPIRED, CHURCH AND TEAM LIFE, AND COMMUNITY-CONNECTED

- Rely on God through personal prayer and Bible reading/ study
- Be committed to living and worshipping in, or near, Edinburgh
- Regularly participate in Edinburgh City Mission team meetings and devotions; share updates with the rest of the team regularly, actively and positively; and engage in team social media groups
- Be committed to Edinburgh City Mission values: love, generosity, unity, justice and innovation

### RECRUITMENT AND INDUCTION OF VOLUNTEERS

- Identify and agree with Mission Strengtheners where new volunteers are needed in Edinburgh City Mission outreach projects
- Prepare suitable adverts and role descriptions to ensure that potential new volunteers are clear about what they are being recruited into
- Prepare and agree induction material with the Outreach Team Leader/ Mission Strengtheners
- Promote volunteering opportunities on our website and through our social media channels, in discussion with the relevant member of the team
- Meet and interview potential new volunteers, on their own or with someone else
- Appoint suitable applicants and inform them of the process for getting started
- Ensure new volunteers are provided with all the induction material, including policies
- Meet new volunteers to go through the induction material and get signed agreement from them

## PLACEMENT OF NEW VOLUNTEERS

- Ensure new volunteers are clear about the time, location and leadership of the outreach project, including the relevant Mission Strengtheners, where they have been placed
- Ensure the leadership of the relevant outreach project and/ or Mission Strengtheners is informed about the new volunteer and are happy with them joining their team
- Ensure that new volunteers are trained for a specific role in the project where they are placed
- Meet with new volunteers within a month of them starting their new placement and conduct an appraisal, ensuring that any concerns or problems are addressed quickly and smoothed over
- Communicate regularly and clearly with the leader/s of the relevant outreach project and/ or Mission Strengtheners
- Repeat the appraisal after three months

## TRAINING VOLUNTEERS

- Arrange occasional training and/ or 'thank you' events for existing and new volunteers, in agreement with the Outreach Team Leader
- Run and evaluate the training event

## SHARE THE VISION

- Help to strengthen links between Edinburgh City Mission and our partners, encouraging two-way loyalty and commitment, inspiring everyone to value each other's contribution to the partnerships
- Be available to speak at local schools, churches, student groups and other organizations about our community engagement and mission
- Obtain stories from volunteers which can be shared through Edinburgh City Mission channels
- Attend at least four City Vision prayer meetings a year, to share and pray with supporters

## REPORTING AND EVALUATION

- Keep an up-to-date and accurate record of placements, inductions and appraisals
- Keep role descriptions up-to-date and report updates to the Outreach Team Leader
- Report on the above to the Outreach Team Leader and CEO on a monthly basis
- Regularly update the wider team on activities, stories, etc.
- Participate in an annual appraisal conducted by the Outreach Team Leader

All employees are required to agree to follow our Adult Protection Policy and other policies.

## OCCUPATIONAL REQUIREMENT (OR)

Edinburgh City Mission offer our services and support on a non-discriminatory basis as modelled by Jesus in the gospels, and in accordance with the Equality Act (2010).

It is essential that the Volunteers Coordinator is committed to the vision, doctrine and ethos of Edinburgh City Mission, sharing our core beliefs and values as they will represent the Mission to the public, churches, church leaders and other organisations.

All employees are required to agree to our Statement of Faith and Conduct.

On the basis of the above, we believe that it is appropriate to apply an Occupational Requirement to this position.

<b>Personal Skills and Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Evidence of an infectious and growing personal faith in Jesus	✓	
Good knowledge and understanding of the Bible		✓
Ability to show empathy and win the confidence of others	✓	
Evidence of well-developed listening and pastoral skills		✓
Ability to maintain composure in the face of hostility	✓	
Ability to relate to people from diverse backgrounds	✓	
Evidence of good verbal communication skills	✓	
Ability to work regularly on your own	✓	
Evidence of drive and initiative	✓	
Ability to set and work to goals without immediate supervision	✓	
Ability to keep going when lonely or discouraged	✓	
Ability to take good decisions within established procedures	✓	
Active involvement in a local church and City Mission team life	✓	
Experience of public speaking		✓
Evidence of good presentation skills		✓
Evidence of administrative and IT skills, including Microsoft Office, Zoom, etc.	✓	