**Re: Post of Support Volunteering Officer**



**Background information**

We have secured funding through the Henry Smith Charity Improving Lives Programme to deliver a three-year project aimed at helping unemployed people into volunteering and/or employment.

**About Voluntary Action Coventry (VAC)**

Our organisation (VAC) supports and enables voluntary activity in Coventry, working with both individuals and voluntary and community organisations to tackle inequalities and disadvantage in the city. VAC works with people from all backgrounds including NEETS, long-term unemployed, those recovering from drug or alcohol misuse, those with mental health issues, people with learning difficulties, people with English as a second or other language, ex-offenders and individuals with low-level self-esteem and confidence. We aim to increase and better support social action and community resilience in Coventry; strengthening communities and improving quality of life for all.

We have run an accredited Volunteer Centre for 18 years and continue to provide a service that links people who want to share their time and skills with organisations that involve volunteers. We provide good practice advice to other organisations on recruiting and retaining volunteers and are an ASDAN approved centre delivering nationally accredited qualifications around volunteering and employability.

**Our Improving Lives project**

Our project will help to support 60 people a year experiencing disadvantage to access volunteering opportunities and community activity that will increase their confidence and self-esteem.

Our Supported Volunteering Officers will run 5 x 8 week duration programmes a year and will recruit between 10 and 12 beneficiaries for each programme. We will run two x 3-hour sessions each week that cover:

• What volunteers do—the range of roles and organisations that involve volunteers

• What is and isn’t volunteering

• Benefits of volunteering and why people volunteer

• What organisations look for in a volunteer

• What’s important to you when choosing a placement

• Working as a group, contributing in sessions

• Developing profiles and summary statements

• Health and wellbeing—how volunteering can help you stay well

• Preparing for interviews, CV and application development

• Introduction to ASDAN qualifications

• Visits to organisations that involve volunteers

• Starting and sustaining a volunteering placement

• Evaluating your placement

• Transition into employment

After completing the 8 week programme (or during if the client feels ready) beneficiaries will be supported into a volunteering placement and encouraged to record their learning and hours of volunteering in the ASDAN Volunteering short course workbook (if appropriate).

On-going site visits and additional drop-in peer mentoring sessions will review client’s progress and support job search.