**Re: Post of Volunteer Manager – Your future, your integration! Project**



**Background information**

Through a partnership with Coventry Refugee and Migrant Centre and FWT we have secured funding through the Asylum, Migration and Integration Fund to deliver a project aimed at supporting refugees to integrate within the host community.

**About Voluntary Action Coventry (VAC)**

Voluntary Action Coventry established in 1957 is a registered charity and company limited by guarantee. We are passionate about promoting and enabling voluntary activity in Coventry, working with both individuals and voluntary and community organisations to tackle inequalities and disadvantage in the city. We aim to increase and better support social action and community resilience in Coventry; strengthening communities and improving quality of life.

Since 1999 we have run a Volunteer Centre in Coventry, providing information to individuals on volunteering opportunities that they can undertake and helping voluntary and community organisations to recruit volunteers. We work with beneficiaries aged from 15+ from all backgrounds including NEETS, long term unemployed, those at risk of redundancy, those with mental health issues, people with learning difficulties, lone parents, carers, people with English as a second or other language, ex-offenders and individuals with low level self esteem and confidence.

VAC have many years’ experience of engaging with marginalised and excluded people, and we endeavour to ensure that no one is excluded from our support. All are welcomed regardless of ability, gender, race, religion, status, socio-economics, or sexuality.

VAC will also use our connections with voluntary and community organisations to promote the inclusion of refugees and to recognise the role they can play as volunteers with a wealth of skills and experience that can enhance the voluntary and community sector in the city.

**VAC offer under AMIF**

VAC will work with clients referred, as ‘integration ready’ by CRMC and FWT, the Volunteer Manager will liaise with the Community Participation Officers receiving handover notes on each client referred that details their aspirations and key interests.

VAC will begin their work with clients by providing workshop sessions around volunteering including information on:

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

• What is and isn’t volunteering

• Benefits of volunteering

• Why people volunteer

• What organisations look for in a volunteer

• What’s important to you when choosing a placement

• How to develop profiles and summary statements

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

• Preparing for interviews

Once clients are ‘volunteer ready’ VAC will help them to identify suitable placements taking into account their interests, aspirations, access needs and any other barriers in order to find the right placement for each person.

VAC will maintain contact with clients and with their voluntary placement provider/s either via phone or face to face meetings to ensure the client gets the best experience from their placement. Clients will be encouraged to keep an individual journey of their experience of volunteering, detailing what they have learnt and what new skills have been developed. Clients completing at least 3 months of regular volunteering will receive a reference from VAC/the placement provider that can be used when seeking employment.