

Project Funding Proposal

**Develop volunteering opportunities and
activities within Ryde**

September 2020



Title for your Project.**Description of the project.**

The Volunteer Coordinator will work to develop and maintain a database of volunteers who are willing to help and support a range of projects within Ryde. They will maintain contact with all volunteers and coordinate volunteers for specific projects such as 'Community Gardening, beach cleanings, neighbourhood tasks or direct them to specific organisations depending on their interests or skills.

The Volunteer coordinator will allocate projects and specify areas in which volunteers from the community can be involved. The projects and tasks will be devolved through the Ryde Town Council and Ryde Unite. The Coordinator will actively liaise between the different organizations to establish and maintain projects which focus on strengthening the Ryde community.

The volunteer coordinator will focus on coordinating and managing a volunteer database, recruitment, induction, volunteer feedback, support and training.

The volunteer coordinator will also look at developing a benefit scheme for volunteers identifying possibilities of move on into paid positions, retail benefits (10% off in participating Ryde cafes, resteraunts and shops) and training opportunities to upskill if required.

It is anticipated the Coordinator will be required for 16 hours per week on this project.

The Volunteer Coordinator's responsibilities include:**Estimation of how many people will benefit directly from your project?**

300

Estimation of how many people will benefit indirectly from the project?

10000

Project will have the following impacts?

Social Impact

Community Engagement

Physical and Mental Wellbeing

Facilitate move on from Covid 19 lockdown

How we will measure impact.

Volunteering can benefit a variety of stakeholders, from volunteers themselves and the organisations involving them to service users and the wider community

The Volunteering Impact Assessment Toolkit identifies four areas worth considering by organisations and programmes that involve volunteers:

1. Human capital: people's knowledge, skills and health including increased confidence and reduced stress levels.
2. Economic capital: benefits or costs with a financial value, for example, income that volunteers may get in the future because of their experience or cost savings to the community.
3. Social capital: more cooperative relationships between people, such as new friendships developed between volunteers.
4. Cultural capital: a sense of one's own identity and understanding of others' identity, for example, feelings of belonging to a group and an increased understanding of other people's points of view.

In light of these potential benefits, volunteering is seen as contributing to some key policy agendas such as wellbeing, social cohesion and employability.

How much

People volunteer in a wide range of contexts, making a significant contribution to the delivery of services and activities across the island. Many organisations depend on the involvement of volunteers and would not be able to function without them.

The most recent figures from the Office for National Statistics (ONS) for estimated the economic value of volunteering in the UK to be £23.9bn based on estimates of total hours spent carrying out frequent formal volunteering from the Community Life Survey and wage rates from the Annual Survey of Hours and Earnings.

Another method using subjective wellbeing data estimated the value to frequent formal volunteers themselves to be around £70bn.

The economic value of volunteering is estimated at £23.9bn, but this does not capture its wider social value in many different settings

Cost of Project

Item	Value
Staffing costs 16 hours per week	£8320.00
10% of total for Officer Monitoring, Office Costs and set up time	£.832.00
Total	£9,152.00

Resources organisation is applying.

Community Connector will manage and supervise the volunteer coordinator.

Community Connector will also use their time to organise, plan and advertise session arranged by Volunteer Coordinator

Volunteers will be recruited and inducted through the Aspire voluntary process, utilising Aspires insurance's, policies and procedures.

Aspire office space, ICT and payroll process will be utilised.

Why this is a key priority for your organisation and do you know of anyone else undertaking similar or related activities?

We are currently planning how we can facilitate community engagement coming out of the Covid 19 pandemic. Utilising volunteers who have assisted during the pandemic is key in developing a volunteer database to support projects within Ryde whilst coming out of the pandemic.

The Volunteer Coordinator shall:

1. Conduct information sessions with a broad range of agencies, organizations, officials and educational facilities within Ryde Area as a means of informing them about volunteer opportunities in the Community that are available for individuals.
2. conduct presentations and information sessions.
3. interview and induct potential volunteers.
4. verify volunteer references and perform DBS checks where appropriate before applicants are accepted as a volunteer.
5. focus the availability of volunteer to the appropriate service or project within the Ryde Area,
6. establish a broad recruitment base, including hard to reach communities, local service groups, chaplaincy and faith communities, school, colleges and other volunteer centres.
7. facilitate availability of volunteers to undertake one off activities, specific projects or to work with organisations in Ryde who require volunteers.
8. focus the volunteer base to reflect the ethnic and cultural diversity of the local community.
9. Actively develop contacts with agencies, including mental health service providers, addiction services and social care where these agencies can provide service and support to the volunteers.
11. recruit, screen, train, supervise, and support between 5 and 10 volunteers to provide outreach support for the Community Connector.

TRAINING

The Volunteer Coordinator shall:

1. maintain an accurate, detailed database of all volunteers who are signed up to the Ryde Volunteer Service.

2. schedule and facilitate a volunteer orientation program for new volunteers regarding volunteer roles and responsibilities, including the Code of Conduct, Access to Information Act, Privacy Act and confidentiality; facilitate access to other training as required and available.
3. ensure that each new volunteer has completed relevant training, Completed DBS (if required) and been inducted to the relevant group or service.
4. identify and arrange, in cooperation with the Office Parole Officer Supervisors, Mental Health Team, Psychologists, orientation training required for these volunteers, including training focusing on helping volunteers to develop knowledge around diagnosis, course, and treatment of mental illness, and the recognition of positive and negative symptoms of particular disorders.

PROJECTS AND ACTIVITIES

The Volunteer Coordinator is responsible for developing new projects and activities for volunteer involvement on an on-going basis.

1. Community Education and Outreach

- Assist in Organizing community events such as community workshops and charity talks to educate the public about volunteering; liaise with community groups to heighten the profile of volunteering in the community.

2. Reintegration Activities

- screen appropriate volunteers for one-to-one or group contact; and assign to specific projects;
- conduct an initial meeting with each volunteer to develop a plan to utilise their skills or abilities.
- conduct regular follow up with the volunteer.
- assign and supervise volunteers to operate within Aspire and Aspire Community Hub.

3. Report Writing

- liaise with relevant volunteers gathering information relating to projects are identified;
- screen and assign volunteers to the various projects;
- Complete quarterly reports identifying specific outcomes

4. Transportation Services

- recruit and coordinate volunteers interested in transportation of group members, volunteers and other items of equipment related to community groups.
- organize volunteer reimbursement of travel expenses.

ADMINISTRATIVE RESPONSIBILITIES

The Volunteer Coordination project shall:

1. Carry liability insurance for projects and volunteers involved in all projects.
2. Maintain attendance records for each volunteer who attends an organised program.
3. Provide a monthly status report of volunteer hour and activities as well as program participation.

5. Ensure volunteer applications are completed for each volunteer and processed through the Aspire Volunteer Administrative Office.
6. Ensure references and DBS checks for each potential volunteer are processed through the Aspire Volunteer Administrative Office.

Job Title: Volunteer Coordinator

Volunteer Coordinator Job Purpose

Coordinates volunteering positions and volunteer staff for an organisation, recruits staff members, manages relationships between volunteer staff and charity organisations, maintains organisational policies and procedures, and promotes the organisation and its volunteer accomplishments.

Volunteer Coordinator Job Duties

Assesses organisational and programme needs to determine number and range of volunteers needed for particular projects

Consults with colleagues to create descriptions for all volunteer positions

Manages volunteer recruitment and hiring process by advertising for available volunteer positions, interviewing candidates, and matching them with appropriate roles

Prepares orientation materials for new volunteers, including handbooks, programmes, and kits

Presents orientation materials or assigns others to do so

Creates and distributes information regarding volunteer policies and procedures

Monitors volunteers during their appointments to retain or replace candidates

Meets with volunteers to assess their progress and satisfaction, as well as to conduct performance evaluations or skills audits

Cultivates a positive and supportive atmosphere by recognizing volunteer efforts and assisting volunteers with their own endeavours

Manages communication among volunteers and between an organisation and its volunteers, in order to share news, progress, and available positions

Maintains a database of volunteers and projects and tracks metrics

Presents updates and metrics to colleagues and executives in writing and presentations

Promotes the organisation, its volunteer efforts, and its accomplishments internally and externally

Volunteer Coordinator Skills and Qualifications

Qualification in Community Development or Human Resource Management or Health & Social Care, Written and Verbal Communication, Interpersonal Communication, Organisation, Teamwork, Administrative and Management Skills, Leadership, Decision Making, Ability to Motivate and Inspire