### JOB DESCRIPTION



|  |  |
| --- | --- |
| Job Title:  | Campaigns Officer (Mentoring and Befriending) |
|  |  |
| **Department:**  | Targeted Youth Service |
|  |  |
| **Responsible to:**  | Head of Targeted Youth Services |
|  |  |
| **Status:**  | Permanent / Full Time |
|  |  |
| **Location:** | Bolton Lads & Girls Club  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Main Purpose of the role:**

To showcase our exceptional Mentoring and Befriending Service and to develop and implement campaigns to attract volunteers to mentor and befriend children and young people. To recruit and support the training of a pool of volunteers who will become Mentors and Befrienders.

**Key Responsibilities:**

1. Create a variety of recruitment campaigns along with implementation strategies to market volunteer opportunities using innovate and creative ways to reach a wider audience
2. Create new and innovative methods of engaging with people through social media platforms to attract more volunteer Mentors and Befrienders
3. Deliver engaging and professional talks and presentations to groups of potentially interested volunteers to attract more Mentors and Befrienders
4. Develop key contacts across Bolton and surrounding areas to raise the profile of the Service and attract new volunteers through events, networks and relevant publications
5. Oversee and manage relationships with potential volunteers from enquiries through to becoming a fully-fledged Mentor or Befriender
6. Interview volunteers to find out their motivations and expectations as part of the screening process and their suitability through checking references and DBS
7. Maintain a database of volunteers
8. Facilitate on-going communication with volunteers and support the provision of relevant training and development for Mentors and Befrienders
9. Work on volunteer recognition system and establish procedures for evaluating and recognising the contribution of our volunteer Mentors and Befrienders
10. Provide professional guidance in order to support the needs of all volunteers to boost retention and provide a supportive environment
11. Deal with issues raised by or about volunteers
12. Work in line with agreed performance targets and KPIs
13. Ensure that work practice and delivery operates within Safeguarding and Health and Safety policies.
14. Any other duties as reasonably required by BLGC.

**Person Specification: Applicants should be able to demonstrate that they can meeting the following:**

|  |  |  |
| --- | --- | --- |
| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications  | * A good standard of education including Mathematics and English GCE Grade C or above
 |  Qualifications in any relevant field |
| Skills/Competencies | * Excellent verbal and written communication skills / good attention to detail
* IT literate and confident user of databases
* Strong organisational skills – able to work to multiple deadlines
* Able to create effective and productive staff/volunteer relationships
* Strong interpersonal and networking skills
* Ability to enthuse, inspire and motivate others
 | * IT skills in design software and technology
* Skills in Publisher
 |
| Knowledge | * Knowledge of current trends and practices relating to volunteer management
 |  |
| Experience Required | * Proven experience of developing and implementing strategies
* Competent and creative in using social media
* Experience of creating content for websites
 | * Some experience of delivering training
* Experience of recruiting, motivating volunteers
 |
| Personal Qualities | * Creative, tenacious and confident
* Trustworthy and confidential
* Passionate about volunteering
* Results driven
 |  |
|  |

**General:**

The job is full-time, 35 hours per week plus additional hour for lunch, and will be located at BLGC.

Candidates must be happy to work regular unsocial hours, in the evenings and at weekends, as the role requires.

In accordance with our Child Protection and Safeguarding procedures, this position requires an Enhanced DBS. Candidates must have access to a car and a valid driving licence.