



Volunteering and Social Inclusion Project Officer

Hours:	21 hours per week, days to be agreed
Contract:	Permanent
Salary:	£33,862 pro-rata (£20,317 for 21 hours per week)
Location:	You will work across our sites. They are Share Clapham (64 Altenburg Gardens, SW11 1JL), Share Brixton (We Are 336, SW9 7AA), Share Tooting (Building 32, Lapidge Drive, SW17 0YF), Share Vauxhall (5 Beaufoy Walk, SE11 6AA)
Annual leave:	28 days per year pro rata (increasing by one day per year until you reach a maximum of 33)
Line Manager:	Volunteer and Community Services Coordinator

About us

Share Community is a registered charity dedicated to empowering adults with a learning disability, autistic adults, and adults with mental health and other support needs to live happier, healthier, and more independent lives. We support roughly 200 adults – who we refer to as students. We run a range of programmes to that end, supported by staff and volunteers. These programmes are focussed on vocational skills, personal development and independent living skills. We also run a couple of social inclusion programmes to support our students to access the community.

The role

This is an exciting opportunity to support the growth of our volunteer-enabled work at Share. We work with over 100 volunteers to deliver impactful activities and services for our students, and we want to grow this work to meet demand from our students and their families and carers. Our Go Anywhere, Do Anything (GADA) project is a part of our social inclusion provision at Share. It sees volunteers and students go on regular social outings to do things our students want to do. This ranges from relaxed trips to restaurants and the cinema, to bigger outings such as days to Brighton and trips to music festivals. Our volunteers make this possible, supporting our students to navigate challenges and have fun on the trips. We currently run 36 of these trips a year, but are scratching the surface of demand. You will support the growth of this project to 65 trips a year.

You will recruit, train and support volunteers to make the project happen. You will take an active role in co-designing the range of trip opportunities with our students and help organise and risk assess the trips. You will liaise with families and carers of our students to provide accurate and clear information about the trips. You will help gather feedback about the trips and help us make the trips work as well as they can for our students.

Alongside this, you will support the delivery of our volunteer work more broadly, helping to recruit and train volunteers across our other volunteer roles, and supporting our volunteers in their roles. We anticipate you spending 75% of your time on the GADA project, and 25% of your time on broader volunteer support.

You will work closely and in a team with our Volunteer and Community Services Coordinator on the delivery of our volunteer work, including on GADA.

Who we are looking for

You will have an understanding of the challenges faced by adults with a learning disability and a strong commitment to the inclusion of disabled people in all aspects of life. You will have experience of working or volunteering with people who need support, although this does not have to be with those with a learning disability. You will be a problem-solver who thinks carefully about how to make less accessible spaces more accessible.

This role requires a mix of organisational and people skills. You will need to stay on top of a busy programme of trips, with a large number of volunteers, students, families and carers involved. You will be doing lots of planning for trips, so will need to think potential risks and barriers through thoroughly. You will need to do so in a person-centred way.

You will also spend a lot of time speaking with volunteers, students, families and carers about the trips. Therefore, it is imperative that you are personable and clear in your communication. You will need patience, empathy and flexibility in working across all of those groups.

Main Responsibilities

GADA – 75% of role

- To work with our students to co-design a programme of GADA trips
- To recruit and train GADA volunteers, and to support them and our GADA volunteers on GADA trips
- To sign up students and volunteers to GADA trips, ensuring that student places are filled and that we have enough volunteers to run the trips safely
- To organise GADA trips. This includes risk assessing them; planning how to make them accessible; doing admin for trips such as buying tickets; providing volunteers with the information needed to support trips
- To liaise with students and their families and carers about their places on trips, and provide clear information about this
- To gather feedback from volunteers, students and their families and carers about GADA trips, and using this to improve the quality of delivery
- To organise and support GADA hangouts. This may involve out of hours working, which can be taken back as TOIL
- To maintain a log of GADA activities using our digital systems
- To produce GADA case studies, and maintain a bank of project photographs capturing the impact of the trips
- Build positive relationships with local venues, to facilitate GADA trips
- You will, on occasion, be the on-call member of staff for GADA trips out of hours.

Broader volunteer support –25% of role

- You will help deliver induction for new volunteers. This includes supporting with volunteer interviews, taster days and induction training
- You will help respond to queries in our volunteering inbox, and help with other administrative tasks supporting volunteers such as processing expenses, and sharing documents with them
- You will help support existing volunteers with check-ins, training and surveys
- You will help work with colleagues to support new volunteers who are doing non-GADA related roles
- You will, on occasion, support a volunteer training out of hours. This time can be taken back as TOIL

General responsibilities

- To work as an active, supportive and flexible member of the Share team
- To work at all times in a person-centred way, that values each student
- To undertake any training that may be required in order to fulfil the role as effectively as possible
- To attend and take part in Share staff meetings, one-to-one meetings with your line manager, organisational events and external events as required
- To undertake any other tasks as may reasonably be required

Person Specification

Essential

- A kind and warm person, who doesn't make generalisations about our students based on their disability, but works with them as individuals with an awareness of their additional needs, i.e. in a person-centred way
- Experience of working or volunteering with people who need support, either in your professional or personal life
- Experience of coordinating volunteers and/or projects, preferably in a community setting
- Experience of motivating and supporting volunteers and/or partners to achieve a desired outcome
- Experience of planning activities, where risk management and identification of barriers to access have been prioritised
- Excellent written and verbal communications skills, and the ability to be both personable and clear in communication
- Able to build good working relationships with range of stakeholders, including: volunteers, staff, students, families, carers and external venues
- A skilled problem solver who is driven to deliver the best possible service to our service users
- Ability and desire to work flexibly, and manage tricky situations to meet the changing needs of volunteers, students and their families and carers.

- Excellent time management and organisational skills with the ability to prioritise and plan your workload whilst maintaining excellent attention to detail
- Experience and enjoyment of working in busy and varied people facing role
- Good ICT skills and competence in the use of Microsoft Office, databases and mobile technology
- An understanding of what helps disabled people to become fully socially included, and a deep sense of justice and commitment to diversity, equity and inclusion and belief that everyone has something to offer others
- A strong team-player with a collaborative approach to work and who enjoys working with others

Desirable

- Experience of working or volunteering with adults with a learning disability and/or autistic adults
- An understanding of the societal challenges facing adults with a learning disability, autistic adults, and their families and carers
- An understanding of the challenges adults with a learning disability and autistic adults face when accessing activities such as meals out, trips to the cinema, visits to other cities etc...
- Experience of volunteer recruitment, including the requirements of safer recruitment practices within volunteering
- Experience of organising and delivering training
- Knowledge of either Spanish, Portuguese, Arabic, Urdu or French
- Proficiency in Makaton

How to apply

We actively encourage applications from people from minoritised ethnic communities and with lived experience of a learning disability and/or autism. This is because we believe our staff should reflect the diversity of our student body wherever possible in order to provide the best possible service.

To apply for this, please apply through the application form on our website or send us your CV and a cover letter addressing the three questions below:

1. What are three qualities that make you an excellent Volunteering and Social Inclusion Project Officer?
2. What relevant experience do you have for organising trips that allow those with support needs to access the community?
3. What would a successful GADA trip look like to you?

If you would like to have chat about the role or visit us prior to applying, please contact a member of the HR team at hradmin@sharecommunity.org.uk

We focus on ability and believe people work best when they feel valued, safe and happy. We do all that we can to make sure that Share is friendly and welcoming to everyone. All CVs and applications are sanitised to ensure unbiased recruitment.

This job is subject to two satisfactory references, evidence of qualifications, an enhanced DBS check and providing evidence of the right to work in the UK. If you are disabled and would like to discuss other ways of submitting your application, please contact us on 020 7924 2949.

Our privacy policy for job applicants can be found on our website.

We look forward to receiving your application.

