

## **Age UK Sunderland (AUKS)**

### **Job Description**

**Post:** Volunteer Recruitment Facilitator  
**Responsible to:** Senior Operations Manager  
**Location:** Bradbury Centre, Stockton Road, Sunderland.

### **Job Purpose**

To plan and implement an effective Volunteer Strategy, including the processes relating to the recruitment, induction, training and deployment of volunteers.

### **Job Description**

- To recruit, and support AUKS Volunteers through the recruitment process.
- To implement an effective Induction Programme to all newly recruited volunteers
- To ensure mandatory training needs of AUKS Volunteers are met.
- To organise events that celebrate Volunteers including recruitment fairs.
- To create and maintain an accurate database of all AUKS Volunteers.
- To monitor the supervision and support of volunteers across diverse projects.
- In consultation with Project Co-ordinators be responsible for ensuring that levels of volunteers are adequate.
- Effectively promote and advertise AUKS volunteering opportunities.
- Be proactive in establishing links with other Voluntary and Community Organisations in the City.
- To keep up to date with all legislation regarding volunteers.
- To maintain strict confidentiality at all times.
- To abide by and implement all policies and procedures of Age UK Sunderland, including being aware of and responsible corporately and as an individual for Health and Safety policy.
- To undertake all reasonable tasks, in keeping with the level of responsibility of the post, as requested by the Line Manager/ CEO.

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### **Person Specification**

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**Responsible to:** Senior Operations Manager  
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### **Essential Criteria**

- Good standard of education
- Have experience of working with, recruiting and supporting volunteers.
- Be able to monitor and evaluate work and ensure targets are met.
- Have excellent verbal and written communication skills, including the ability to promote AUKS, to aid volunteer recruitment..
- Have an understanding of the issues affecting Older People.
- Have an understanding of the wide range of services that AUKS offer and skills required by volunteers.
- Have experience of organising publicity/volunteer recruitment events.
- Have excellent organisational skills.
- Have complete discretion and maintain confidentiality at all times.
- Be honest, reliable, trustworthy and have a flexible approach.
- Be I.T. literate with experience of word processing and databases.