

**BRISTOL CITY COUNCIL****JOB DESCRIPTION**

Job title:	Library Volunteer Coordinator
Bristol grade:	BG9
Managed by:	Library Service Development Manager
Responsible for:	No direct reports
Directorate:	Growth and Regeneration
Service area:	Library Service

Purpose of the job

To recruit and coordinate volunteers in libraries across the City of Bristol, advocate for the importance of volunteering, and develop new volunteering opportunities to deliver increased community involvement. Work with other organisations who are already working with Bristol City Council in the development of volunteering.

Deliver training, guidance, support and advice to volunteers, community groups and staff who supervise volunteers, and ensure policies and procedures are in place and adhered to in order that volunteering within the library service is safe and inclusive.

Key job outcomes/accountabilities

- Work with service managers to identify suitable volunteer roles and the support needed to deliver them, ensuring the range of roles on offer will appeal to a diverse range of potential volunteers.
- For each role identify the benefits to the service and the volunteer and write a role description.
- Build partnerships with appropriate volunteering organisations to provide volunteers to the service via third parties, where possible and appropriate, working through Bristol City Council contacts and projects.
- Provide advice and information to any community-delivered library services in Bristol on volunteer roles and the skills, experience and training necessary for those roles.
- Provide training and support to Library Service managers and staff on working with volunteers.

Key job outcomes/accountabilities

- Set up and manage a system for capturing, recording and reporting on the appropriate information about potential and active volunteers – including appropriate equalities monitoring.
- Set up and manage a volunteers' mailing list and lead on communicating with volunteers, including regular updates, gathering feedback and engagement activities (e.g. a volunteering celebration event).
- Recruit volunteers to roles, deal with the necessary paperwork, including DBS or equivalent, and induction. Liaise with the local managers and supervisors who will provide ongoing support to the volunteers.
- Conduct exit and post-exit information gathering with volunteers who leave to gather information about their experience, the benefits they gained from volunteering and what they went on to as a result.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.

General Accountabilities

- A. So far as is reasonably practicable, the post holder must ensure that safe working practices are adopted by employees and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare Policy, departmental policies and codes of practice.
- B. Work in compliance with the Codes of Conduct, Regulations and policies of the City Council.
- C. To model and promote good equalities practice and value diversity across the service.
- D. Ensure that output and quality of work is of a high standard and complies with current legislation / standards.
- E. Ensure that all mandatory training is undertaken as required. For example, Bristol City Council's Induction, Health and Safety, Equalities, Safeguarding Children and Safeguarding Adults. Please note: this is not a comprehensive list.