



North Tyneside Voluntary Organisations Development Agency is looking for an exceptionally talented and experienced person to appoint to the position of

## **Good Neighbours Volunteer Co-ordinator**

£22,894 per annum 37 hours/week – Open to job share.

**This role requires an Enhanced Disclosure and Barring Service (DBS) check.**

Good Neighbours is an established project that delivers a range of services to the residents of North Tyneside. Prior to COVID19 this included simple DIY tasks, tidying gardens and taking beneficiaries on group shopping trips to local supermarkets. Since the outbreak of the virus efforts have been concentrated on delivering shopping and prescriptions to those who are shielded or self-isolating, contact with those who are socially distanced, and minimizing the effects of isolation as part of the Ending Loneliness in North Tyneside initiative for which VODA is the lead player. As the COVID19 situation continues to develop the role of the Good Neighbours volunteers will evolve to meet the demands of the day.

Your role as Volunteer Co-ordinator will be to work alongside other members of your team to recruit, train, guide and support new volunteers while maintaining the valuable relationships we have established with our existing volunteers. As part of social distancing measures, much of this work will be carried out online using platforms such as Zoom and Teams. You must therefore be adept at using these technologies and be able to devise and deliver engaging and informative training courses for all volunteers. You will be responsible for co-ordinating a team of volunteers to carry out tasks on behalf of vulnerable residents such as shopping and prescription deliveries. There will also be opportunities for project development, social action, evaluating the project and finding innovative ways of working.

You should have an understanding of the issues around social isolation and be committed to helping residents lead independent lives and become more connected with their local community. A good knowledge of the local area will be beneficial to ensuring effective signposting and partnership work. You must be aware of the need to follow government guidance on reducing the transmission of the virus, encourage others to do so, and undertake appropriate risk assessments to ensure that both volunteers and beneficiaries are safe.

This role requires a wide ranging skillset including excellent people, IT and social media skills. The job can be demanding but is always highly rewarding. If you think you are the right person for this role then please consider applying.

For further details download an application pack from our website at [www.voda.org.uk](http://www.voda.org.uk)

Deadline for applications: Thursday, 29 October 2020 at noon. Interviews: Friday, 6 November 2020

**North Tyneside VODA, c/o North Tyneside Council, Silverlink North, Cobalt Business Park NE27 0BY**

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