

## Community Volunteer Co-ordinator (CVC)

A great opportunity to join the team at the Old School Thornhill charity and Development Trust.

We are seeking an enthusiastic, innovative individual to develop initiatives to promote health and wellbeing in our community (DG3) and co-ordinate a team of volunteers. The CVC will have local knowledge and have a compassionate, empathic and inclusive approach.

They will understand the issues faced by people living in poverty and/or people living with ill mental health. They will have the capabilities to build relationships with key local stakeholders to develop and deliver initiatives which improve the mental health and wellbeing of our community.

The role will initially pivot around the organisation and delivery of the Thornhill Food Initiative. The CVC, review this service and will address the impact of poverty of those in our community in most need, building capacity, resilience, awareness, and participation as well as making sure sensitively that they access all of the existing statutory and voluntary services and support that is available to them.

They will expand existing initiatives and develop activities to promote good health based on the needs of the community.

### More Info.

16 hours per week (Weekend working necessary)  
 £22,000 - £26,000 pro rata (Depending on Experience)  
 8 week probation period, 12 month contract

Reporting to **Old School Thornhill Project Manager (OST)**

Place of Work: OST Office at 114 Drumlanrig Street  
 (and location specific working)

**Old School Thornhill  
 Co. 114 Drumlanrig St  
 Thornhill  
 DG3 5LS**

**Scottish Charity No.  
 SC049355**

## Job Description

The role encompasses;

- Reviewing, Running and Managing Thornhill Food Initiative (TFI). Opening up the Library/TFI base.
- Making up the packs to distribute each Sunday.
- Extending the offer by distribution of material and content and sensitively signposting those who use the food initiative to the existing help they could get. Supporting them to access this service.
- Recruiting, co-ordinating and supporting a team of volunteers to run the initiative.
- Logging stats and tracking access to the service. Including evaluation reports to key funders and stakeholders.
- Developing inclusive and creative initiatives that improve the wellbeing of our wider community, based on evidence of need, working in partnership with private, third sector and community services.
- Supporting in Fundraising/Grant Making applications to support the Food Initiative
- Working in partnership with other service providers/departments, third sector and voluntary organisations/businesses.
- Managing their budget and working as part of the wider OST Team

### How to Apply:

**Apply by submitting your C.V and a covering letter outlining your experience and what attracts you to the role to:**

[hello@oldschoolthornhill.com](mailto:hello@oldschoolthornhill.com)

## Person Specification:

### Essential Criteria

- Relevant Qualifications will be of value in Social Care and Community Development but as important are an understanding, if not direct experience, of the needs of people facing social and emotional challenges in our community.
- High motivation and an ability to work autonomously under own initiative and experience of working as part of a small team.
- Experience of delivering health and community care.
- An understanding of OST's vision and its role in the community.
- Proven ability to form partnerships across sectors.
- Experience of providing advice and information.
- Experience of engaging/working positively with people and groups experiencing social and emotional challenges.

### Desirable Criteria

- Links to and knowledge of 'The Community' (the DG3 postcode)
- Effective interpersonal and communication skills.
- Ability to work with people in a person centred outcome focused way.
- Discretion and respect for privacy.
- Ability to provide information or advice in ways that are effective.
- Good time management and organisational skills.
- IT skills including ability to use Word, Excel and Google Drive.
- Experience of managing a team.
- Experience in fundraising and publicity.

## How to Apply:

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by Friday 12th May 2023

*Attachment: Community Volunteer Co-ordinator*

*- Job Description*

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Thornhill  
DG3 5LS**

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