



INTERGEN NEIGHBOURHOOD COORDINATOR ROLE

Job Purpose

To recruit older people who meet the needs of local schools and to link them with those schools. You will be self-employed and receive an honorarium of £2000 per annum, plus expenses. You will invoice the company once a term for one-third of the honorarium. The invoice will be accompanied by a report of your activities and successes in recruitment.

Tasks and Responsibilities

- Actively recruit volunteers.
- Interview volunteers in their own homes or agreed local venue.
- Take up references for volunteers
- Assist volunteers to complete CRB forms and ensure that these are sent off to be checked
- Support volunteers with their application and finding the right role for them
- Link and introduce volunteers to schools
- Be the first point of contact for volunteers
- Maintain contact records for volunteers
- Arrange transport as necessary for volunteers
- Arrange once a term social gatherings with schools, send out invitations to volunteers and schools for these
- Arrange any necessary transport for volunteers

Skills and Experience

- Able to communicate well with people
- Be patient and flexible and have a sense of humour
- Live within or near to the neighbourhood group of schools
- Have own transport and with a clean driving license
- Basic computing skills would be an advantage
- Be organized

Time Involvement

- Time commitment half a week (equivalent of 2.5 days a week). This will depend on the time of year.
- One meeting per term with your cluster steering group members.
- One social gathering per term involving all volunteers and schools in your cluster.
- One meeting per term with all other Intergen Coordinators.
- One and a half days training per year.
- Volunteer recruitment time flexible and variable.

Intergen's commitment to the Neighbourhood Coordinator

- Help to find information about local groups and volunteer sources
- The support and facilities of the national Intergen office and colleagues
- Training and Coordinator Handbook
- Provision of marketing materials