**WHO ARE WE?**

The company was originally founded in 1997 and is now a registered Charity and social enterprise that facilities the reuse of donated second hand household furniture and electrical items which are then restored and sold at affordable prices, including to families and individuals on low incomes and benefits.

We are based in Winsford and Warrington and work extensively with our local community. We support people through a variety of work, training and volunteering programmes for vulnerable, disabled and excluded members of our community. We help people and the environment. A win-win!

We aim to be financially sustainable through enterprise but our social impacts (the way we help change people’s lives) are at the core of why we do what we do.

**SO HOW DO WE MAKE A DIFFERENCE AND CHANGE LIVES?**

CLiC is about more than just restoring household items where we take donated goods and provide them at low cost to low income families across 3 retail areas. Our vision is to enable people to move forward, to give them confidence and take control of their lives. We prepare people for the work place and teach them the vital life skills and sense of worth which will energise them to succeed for themselves.

We work with a diverse cross section of our local community including: young people, people with physical and learning disabilities, the unemployed and unskilled, people from deprived and excluded backgrounds, ex-offenders, those coming back from mental health episodes or anyone who needs a helping hand to get themselves back on track! We offer 1-2-1 support through our volunteering, work experience and training schemes to build a person’s confidence and self-esteem.

**HOW DO WE DO THIS?**

* Contracts for Local Welfare Assistance Scheme with 3 Local Authorities in Cheshire & Warrington to provide items for the home for people with low income
* Provide volunteer opportunities for those who need our help including those who are long term sick; ex-offenders; have learning difficulties; recovering from a mental health episode; have physical or sensory disabilities; anyone who needs a leg up or support for a while.
* Work experience providing a supportive environment for those hard to reach clients who have not had recent (or any) work experience
* Our training provision utilises a blended learning approach with structured classroom style settings planned into the programme alongside practical work-based learning and hands on experience.
* Other activities such as ‘bulky waste’ contracts, cardboard and plastic recycling and Community Repaint schemes.

**Job Description**

**Job Title:** Volunteer and Placement Coordinator

**Salary:** £8.75 per hour

**Hours of work:** 20 hours per week \*\*

**Place of work:** Changing Lives in Warrington, Cockhedge Retail Park, Warrington \*\*

**Holiday:** 28 days including statutory bank holidays pro-rata

\*\*There is a possibility of more hours being available but at our Ellesmere Port Store (not yet open), so the ability to drive and be location flexible would be an advantage\*\*

**Job Requirements**

Changing Lives in Cheshire is looking to recruit an adaptable Volunteer and Placement Coordinator.

The successful candidate will liaise with the Volunteer Manager and will contribute towards the development, planning, and delivery of the charity’s volunteer’s roles as well as the recruitment, training and support of the required volunteers and acting as a point of contact for Head Office for all volunteers needs.

Enthusiasm, initiative and excellent communication skills are essential in this role to motivate your team of volunteers and ensure they are fully supported in their day to day roles.

**Key Tasks & Responsibilities**

* Engage, recruit, train and co-ordinate new and existing volunteers to support the delivery of the aims of Changing Lives in Cheshire
* To ensure that volunteers and placements are supported to be able to fulfil a role for the organisation and to develop themselves
* To assist with the development and review of the volunteer and placement strategy
* Manage the careful collection of volunteer data and volunteer event feedback
* Keep up to date with legislation and policy related to volunteering and make any necessary modifications to accommodate changes
* Ensure all volunteer opportunities are delivered in line with our organisational policies and best practice, including volunteer engagement, equality & diversity, safeguarding and health and safety
* Produce accurate and detailed reporting for all projects as required
* Collaborate with communications colleagues on the delivery of high-quality marketing and communications associated with relevant events
* Provide frontline contact and excellent communication skills to partners, colleagues and stakeholders.
* Attend operational meetings as required.
* Improve own personal development through relevant training

**General**

Carry out these tasks and responsibilities with an understanding of and commitment to Changing Lives in Cheshire’s equality and diversity policy.

Use new technology as required.

To do all within your powers to keep company property secure and in good working order.

Carry out any additional duties within the spirit of the post as required by the Volunteer Manager and the CEO

The above Job Description does not purport to be an exhaustive list of duties and responsibilities.

The post holder will be expected to undertake additional duties as the requirements of the post change.

**Essential Experience or proven Skills**

Evidence of skills or qualifications in Maths, English

To have excellent IT skills especially Word and Excel

To be highly disciplined and capable of managing people

To be flexible, enthusiastic and able to work on own initiative

To have strong leadership, communication and multitasking skills

For the recruitment pack please e-mail: [Info@clic-changinglives.org.uk](mailto:Info@clic-changinglives.org.uk)

**Application deadline: 31st January 2019**

**Interviews:** **week commencing 4th Feb 2019**

**Start Date: As soon as possible**