

## Programme Co-ordinator: Volunteering for Health

(This post is offered on an initial fixed-term to **30<sup>th</sup> June 2027**).

<b>Hours of work:</b>	28 hours per week. (would consider full time)
<b>Salary:</b>	£31,069 pro rata (£24,165 for 28 hours per week) plus 4% pension contribution and healthcare support package
<b>Holiday:</b>	25 days per annum + Public and Bank Holidays – pro rata
<b>Responsible to:</b>	Deputy CEO
<b>Location:</b>	Hybrid working from a Community Alliance Broxbourne and East Herts (CABEH) office in Stansted Abbots/Hertford/Waltham Cross with 1 day a week at Lister Hospital in Stevenage and opportunities for home working. The role will include travelling across Hertfordshire.

### Purpose of Job:

- To work with Lister Hospital and programme partners to develop new collaborative systems and ways of working to attract and retain volunteers in health and community settings.
- Engage with local communities in East and North Hertfordshire to gain a better understanding of the challenges that prevent volunteering in the health sector and implement measures to address the barriers.
- Develop a truly integrated volunteering offer which wraps around the needs of the 'beneficiary' not the bureaucratic needs of the NHS Trust, Department or Charity.

### Role and Responsibilities

- Ongoing relationship building with programme partners
- Engagement across all sectors across Broxbourne, East Herts, Stevenage and North Herts to better understand the opportunities and challenges around volunteering, including addressing health inequalities
- Support the successful delivery of the Volunteering for Health programme outcomes
- Establish means by which to engage with local people, raise awareness and interest in participating in the initiative.
- Support the coordination and administration of the Programme steering group
- Participate in regular Programme team meetings
- Support the delivery of the communications plan for the Programme
- Support the lead partner organisation with monitoring and evaluation requirements
- Share information about Volunteering for Health at local events
- Ensure all activities are delivered in accordance with Community Alliance BEH policies and procedures e.g. equalities and diversity, health and safety, confidentiality, data protection etc.
- Some meetings and other events may be held out of normal office hours and may involve travel away from the local area, for which time in lieu will be given.

The above items outline the main duties and responsibilities of the post and are designed to give an accurate flavour of the nature and scope of this post. However, they do not represent an inclusive list of all the duties required

# Person Specification

## Qualifications and Experience

### Essential:

- A relevant degree or equivalent experience in a related field such as public health, community development, community engagement, social prescribing, and/or the Herts and West Essex VCFSE sector.
- Proven experience in supporting and coordinating projects, preferably within the VCFSE, health or social care sectors.
- Experience in research, data collection and analysis to inform project monitoring and evaluation.
- Experience in engaging with diverse communities.

### Desirable:

- Knowledge of the NHS and VCFSE, particularly within the context of volunteer involvement.
- Experience of supporting communications activities such as writing project updates, social media, updating web pages, designing marketing materials in programmes such as Canva.
- Experience in working with marginalised or underserved communities to address health inequalities.

## Skills and experience

### Essential:

- Excellent project coordination skills, including planning, monitoring, and reporting on project progress.
- Strong interpersonal and communication skills, both written and verbal, with the ability to present information clearly to a range of audiences.
- Good organisational skills and the ability to manage multiple tasks and priorities simultaneously, working across different locations.
- Proficiency in using standard office software, including word processing, spreadsheets, and presentation tools.

### Desirable:

Understanding of the principles of volunteer management, including recruitment, training, and support.

## Knowledge and understanding

### Essential:

- Knowledge of safeguarding practices and commitment to promoting the welfare of vulnerable children, young people and adults.
- Understanding of equalities and diversity principles and their application in voluntary sector and health settings.

### Desirable:

- Knowledge of the cultural and community-specific factors that influence volunteering behaviours, particularly within BAME and faith communities.
- Awareness of the local health and social care landscape in Hertfordshire.

## **Personal attributes**

### **Essential:**

- A proactive and self-motivated individual with the ability to work independently and as part of a team.
- Flexibility and willingness to adapt to changing project needs and priorities.
- Commitment to promoting health equity and improving life chances through volunteer engagement.
- Ability to travel extensively across Hertfordshire as required for the role.
- Willingness to work occasional evenings and weekends to accommodate project activities and events.

## **Other Requirements**

### **Essential:**

- Full, clean driving license and access to a vehicle for travel as required by the role
- Ability to work from both home, Community Alliance Broxbourne and East Herts hubs and office and the East & North Herts Hertfordshire Teaching NHS Trust office in the Lister Hospital, as well as attend meetings and events in various locations.
- Commitment to the values and policies of Community Alliance Broxbourne and East Herts, including equality, diversity, and confidentiality.

Background Information : [Volunteering for Health](#)