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| **Domestic Abuse Services – Volunteer Coordinator**    |
| We are looking for a new Volunteer Coordinator to come on board and help us develop this new offer. We recognise the value our volunteers have previously provided to support those affected by domestic incidents and see real opportunity in evolving our volunteer offering to support our work to prevent domestic abuse. This is an exciting opportunity to help shape something new and innovative to support our existing and established programmes across Greater Manchester.     **The role**  Work with Service Managers and frontline staff to identify potential areas volunteer resource could add value · Work with existing volunteer network to gather insight and support co-production of new volunteer offering · Pilot new ideas and evaluate their impact to help shape a new volunteering offer · Develop and deliver a new volunteer programme plan including producing new role descriptions and delivering recruitment campaigns · Recruit, induct, support, and supervise a team of volunteers to support the prevention of domestic abuse · Develop and deliver training to equip volunteers with the skills to deliver their roles · Arrange training of volunteers through links with other organisations and the development of specialist input as needed · Provide ongoing advice and guidance to volunteers including 1-2-1 and group supervisions · Support effective qualitative and quantitative monitoring and evaluation of the contribution of the volunteering team by collecting and recording information and data · Ensure that all volunteers operate within legislative guidelines and TLC: Talk, Listen, Change policies and procedures with special reference to those pertaining to safeguarding children and vulnerable adults, confidentiality, risk assessment and management, and health and safety    **About you**  You’ll be confident in delivering group work, assessing and managing group  dynamics with children and young people. You’ll be creative and imaginative in your approach and have experience in gaining young people’s trust. You’ll have an understanding of the impact of domestic abuse and be passionate about supporting children and young people. You will also have comprehensive safeguarding and child protection knowledge. Above all you’ll bring a positive, solution focused attitude.     **About us**  Funding secured will enable TLC: Talk, Listen Change to grow our work with perpetrators of domestic abuse, their partners, and families. Over the coming twelve months, we are expanding existing programmes and developing several new ones, reaching considerably more people than we ever have before, and pioneering new approaches in this crucial area of work. This is a pivotal time for TLC: Talk Listen Change and we are looking for enthusiastic, experienced, engaged and highly motivated people to join our rapidly expanding team.     We aim to encourage a culture where people can be themselves and be valued for their strengths. We seek to attract and employ the best people from the widest pool, reflecting the diverse range of people we support**.**    We want to make our recruitment processes accessible to everyone, so if there is any way that we can support you to be the best you can be, please contact us.   This post is subject to an enhanced DBS check.  Please note: we will be shortlisting applications on an on-going basis so we encourage applicants not to wait until the closing date to submit an application where possible.     |
| Job Title   | **Domestic Abuse Services – Domestic Abuse Volunteer Coordinator**   |
| Hours   | 37 per week – also open to flexible working. Fixed term contract until 31st March 2023 with the possibility of an extension   |
| Salary   | £22,627 pro rata (based on full time equivalent 37 hours)   Annual Continuous Professional Development allowance   Generous annual leave entitlement   Birthday leave    |
| Location   | We value the importance of flexible working. Our services are a hybrid of online and in person delivery and therefore this role will include travelling to locations primarily in Stockport and Wigan to deliver face to face sessions, although there may also be a requirement to deliver sessions across Greater Manchester. This role can be home based or in our office, Trafford House, Chester Road Manchester, M32 0RS. If home based there will be a requirement to travel to the office for training and meetings. We also value the importance of human connection so offer the flexibility to book working space in Trafford House. As in person external meetings and events return there will also be a requirement to travel across Greater Manchester and sometimes wider.      |
| Closing Date   | 9:00am 30th May 2022  |
| Interview Date   | Week commencing 6th June 2022   |
| How to Apply   | Please visit <https://talklistenchange.org.uk/jobs> for copies of the  job description and person specification for the role together with the application pack.  Please send completed application form to: recruitment@talklistenchange.org.uk   |
| Further Information   | If you require further information regarding this post, please contact Helen Stuart: helenstuart@talklistenchange.org.uk    |