

Job Description and Person Specification

Job Title:	Volunteer Co-Ordinator
Salary:	£29,000 per annum (Equivalent to £23,200 per annum for 0.8 FTE (28 hours per week).
Contract Term:	One-year fixed term contract (with expectation to extend subject to funding)
Hours of Employment:	28 hours per week
Working pattern:	Flexible, within core office hours of 9.30 to 5.30pm Some evening or weekend work may be required from time to time
Location:	Central Edinburgh with the flexibility of a hybrid working pattern
Reports to:	CEO

About Prostate Scotland

At Prostate Scotland, we are dedicated to support men across Scotland in their prostate health journey. Nearly 1 in 2 men in Scotland will be affected by prostate disease at some stage of their lives and 1 in 10 are likely to develop prostate cancer. Our mission is to inform, educate, support, campaign, and advance on prostate disease in Scotland.

Purpose of Job

Prostate Scotland is seeking a experienced dedicated and dynamic Volunteer Coordinator to join our enthusiastic team. This role presents an exciting opportunity for the successful candidate to develop our volunteer programme, building on our current volunteer engagement.

Prostate Scotland works with volunteers in a variety of roles including office support, supporting fundraising events and raising awareness with many volunteers who have had a prostate cancer diagnosis, delivering awareness talks to individuals through community groups and organisations or employers. Whilst many of our volunteers are recruited by us, we have over a number of years developed a partnership volunteering programme working with an external organisation. They recruit volunteers to deliver awareness talks in communities throughout Scotland; these Prostate Champions are therefore counted amongst our volunteer team.

The successful candidate should demonstrate experience in supporting and managing a diverse range of volunteers and be willing to take on the opportunity that comes by working with a partner organisation to recruit and support volunteers, by introducing a robust volunteer framework which will ensure strong communications, reporting and evaluation demonstrating the impact of volunteers to Prostate Scotland.

Main Duties and Responsibilities

Volunteer Recruitment

- Deal with all volunteer-related inquiries promptly and professionally.
- Review and develop a comprehensive volunteer recruitment strategy.
- Organise two volunteer recruitment events during 2026
- Liaise with our partner organisation on their volunteer recruitment programme
- Maintain and update the Volunteer Handbook, policies, and procedures.
- Be responsible for volunteer recruitment and selection.
- Assess and match volunteer skills, interests, and qualifications with Prostate Scotland's needs.
- Conduct necessary pre-volunteering checks, and PVG processing if required for specific roles.
- Implement structured processes for volunteer onboarding and exits.

Volunteer Engagement:

- Foster a sense of belonging among volunteers within the Prostate Scotland team.
- Engagement with an external partner organisation to support the work of the partnership Prostate Champion volunteers.
- Working with our communications staff, keep volunteers informed about Prostate Scotland's ongoing work.
- Highlight volunteer opportunities, successes and projects on our social media channels, internal documents and volunteer newsletters.

Volunteer Training:

- Maintain and enhance our induction programme for new volunteers.
- Develop our training programme, which may be delivered virtually and at times in person, across Scotland, in collaboration with relevant staff.
- Identify additional training needs for volunteers.
- Liaise with partnership volunteers to ensure all go through our induction and training programmes.

Volunteer Support, Monitoring, and Evaluation:

- Provide adequate supervision, management and support to ensure all volunteers are comfortable in their roles.
- Maintain a safe, healthy, and supportive environment for volunteers.
- Establish a support network for volunteers and ensure they feel welcomed and supported.
- Hold two support meetings each year for partnership volunteers.
- Develop robust reporting mechanism for volunteer activities.
- Prepare internal and external reports on the volunteer programme's outcomes.

Volunteer Recognition:

- Develop strategies for regular volunteer check-ins and follow-ups post-events.
- Plan formal and informal recognition programmes to celebrate volunteer contributions.
- Develop a recognition programme to acknowledge volunteer achievements.

Communication and Coordination:

- Develop and manage the volunteer budget.
- Communicate via WhatsApp with partnership volunteers.
- Coordinate with team members to identify volunteer needs and ensure adequate volunteer availability.
- Educate staff about volunteer roles and integration.
- Maintain an up-to-date volunteer database using Donorfy.
- Ensure volunteers have the necessary equipment for their roles and coordinate with staff to provide these.

Manage Partnership Volunteer Programme:

- Maintain strong communication and links with partnership volunteers
- Work with the CEO to develop links with our main point of contact at the partner organisation
- Develop induction and training programmes for all partnership volunteers
- Ensure partnership volunteers report on awareness talks delivered through use of digital tools and record on Donorfy
- Hold 2 support meetings annually, online, for partnership volunteers

Coordinate volunteer activity with requests for Awareness Talks:

- Work on Donorfy to monitor requests from businesses for awareness talks
- Ensure all volunteers delivering talks have had robust training and peer support where appropriate
- Contact volunteers to allocate talks to them

- Ensure volunteers have information and resources to deliver talks.
- Record all awareness talks onto Donorfy

Perform duties as they arise, in agreement with the CEO and Head of Operations and Delivery.

Qualifications and Skills

Essential Experience

- Experience in recruiting, training, and supporting volunteers.
- Experience of working with partner organisations to enable volunteers to support the work of Prostate Scotland, e.g. supporting corporate partnerships.
- Proven experience and knowledge in volunteer management and motivation.
- Excellent written and verbal communication skills.
- Strong planning, prioritisation, and organisational skills.
- Proficiency in IT and database systems.
- Ability to work independently and collaboratively within a team.

Skills and Abilities

- Calm, patient, and friendly with a sense of fun.
- Positive and supportive attitude.
- Reliable and trustworthy.
- Highly motivated, enthusiastic, and committed.
- Strong organisational skills.
- Ability to build effective partnerships with colleagues, partners, and volunteers.
- Willingness to adapt to evolving role requirements.

All candidates must have the right to work in the UK. This includes holding a valid visa that permits employment. Evidence of this eligibility will be required prior to the commencement of employment

Prostate Scotland provides an ever-evolving service and staff are expected to participate constructively in Prostate Scotland activities and to adopt a flexible approach to their work. The job description is not intended to be exhaustive and is indicative of the nature and level of the responsibilities associated with the post at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations cannot of themselves justify a reconsideration of the terms and conditions of employment associated with the post.