



Surrey Council for Voluntary Youth Service  
Supporting the Voluntary Youth Organisations of Surrey

## Job Description and Person Specification

March 2011

Job Description:

**Post:** Volunteer Broker

**Location:** Astolat, Coniers Way, New Inn Lane, Burpham, Guildford, GU4 7HL

**Responsible to:** Chief Executive

**Contract Length:** N/A Volunteer post

**Hours:** part time, 6 hours a week (one day, or two half days – to be negotiated)  
Some home working may also be possible.

**Terms & Conditions:** As a volunteer you will be regarded as one of the staff team, and treated in accordance with our Volunteer Policy (attached)

**Background:** Surrey Youth Focus is an umbrella organisation providing specialist support services to some 81 fee paying member organisations. Our role is in three areas:

- Provision of direct services (funding advice, information services, events)
- Enabling or brokerage services (where we act as an enabler or catalyst- on social finance, or as a **volunteer broker – this post**)
- Being an advocate for, and representative of the voluntary youth sector in Surrey

**Main purpose of Job:** The aim of this voluntary post is to build links to corporates and public sector organisations as potential providers of volunteers, not just for one – off projects, but for ongoing relationships.

The need for volunteer support is in three areas:

- Undertaking environmental or building projects,
- Providing volunteers to assist uniformed organisations in particular who have a shortage of volunteers and in many cases, like Surrey Scouts and Guides, have waiting lists for joiners as a result
- Providing business skills and advice to Surrey Youth Focus organisations through a long term “buddying relationship”

**Main tasks:**

- to ascertain from Surrey Youth Focus's 81 member organisations what are their main needs for volunteers
- to develop closer links to the main employers in Surrey – corporates and public authorities as potential providers of volunteers
- to develop closer links with Surrey's universities and colleges as potential providers of volunteers
- to create a database of these contacts
- to develop our [www.doyouthwork.com](http://www.doyouthwork.com) website as a market place for brokering the demand for, and supply of volunteers
- to ensure voluntary sector employers are aware of best practice in retaining volunteers and ensuring that the volunteers' experience is worthwhile and personally enhancing

**Person Specification****Knowledge and Skills****Essential:**

- Good quality IT skills in Word, Excel, Access database,
- Good interpersonal, communication and organizational skills
- Ability to present yourself and Surrey Youth Focus persuasively to large corporates, and simultaneously to young people
- Ability to take own initiative
- Driving licence, and use of car

**Desirable:**

- Awareness of the principles and values underpinning volunteering
- Prior experience of being a volunteer yourself
- An interest in young people, and the issues they face

**Qualifications:**

- Evidence of the IT skills above

**General:** The ideal candidate will be an outgoing and highly organised person who is able to work flexibly in a small, busy office of just 3 people where multi-tasking is the norm, and no one stands on ceremony.

You must have good quality IT skills as listed above, and be able to demonstrate this.

You will be a persuasive communicator, and yet understand the nature of a two-way networking role like this, that depends on mutual advantage being demonstrated for both the volunteer (whether a student, or from the corporate or public sectors) and our member organisations as the beneficiaries.

You will rightly expect Surrey Youth Focus to provide you with training and support so that , if you so wish, this volunteering opportunity can be a stepping stone into employment, or a welcome opportunity to share your wider experience in business or the public sector.

You have an interest raising the capacity and capability of our member organisations and hence benefiting young people.

**Benefits to you:**

1. Learning about the voluntary sector
2. Job opportunities (if of relevance) through the business and voluntary sector contacts made
3. The opportunity to attend Surrey Community Action's training courses (if relevant)
4. The satisfaction of enabling others to become volunteers thereby benefiting young people directly
5. Learning about Surrey Youth Focus and the work we do.....as a very small, but quality assured, organisation having been approved externally at Pqasso – Practical Quality Assurance for Small Organisations- level1.

March 2011.

Mike Abbott

Chief Executive

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