

**MIDLAND SAILING CLUB
SAIL BIRMINGHAM**

VOLUNTEER COORDINATOR

Job Description and Person Specification

Job title:	Volunteer Coordinator
Contract Type	Part Time, Fixed Term
Contract Duration	1 st July 2023 – 30 th June 2024 (Please note that continuation funding will be sought for the post)
Salary:	£25,000 pro rata. Three days per week 0.6 FTE Salary (£15,000)
Hours:	You will be contracted to work 24 hrs per week. The exact working hours can be discussed and agreed with the successful candidate. However, it will include some weekends, Bank Holidays and occasional evening work
Pension:	Midland Sailing Club's auto-enrolment date was 1 st May 2019. If you meet the criteria you will be auto-enrolled into the pension scheme
Annual leave:	The annual leave year runs from 1 January – 31 st December The annual leave entitlement is 28 days per year pro rata (including Bank Holidays). A maximum of five days can be taken from 1 st July to 31 st August each year.
Probation	There will be a three-month probation period
Based at:	Midland Sailing Club, Edgbaston Reservoir, Icknield Port Road, Birmingham B16 0AA
Responsible to:	Sail Birmingham Manager
Responsible for:	No line management responsibility for staff but contributes to the training of other members of staff, and volunteers.
Role Purpose	Develop a volunteering policy and recruit and support a pool of local volunteers who will work alongside trained Instructors running weekly Watersports activities for adults and young people with disabilities.

1) Background information:

Sail Birmingham is the community programme set up by Midland Sailing Club in 2019 to widen access to Sailing and other watersports.

We run a wide range of free and low-cost activities throughout the year in Sailing, Windsurfing and Paddleboarding.

We are classed as a Community Amateur Sports Club (CASC).

We are a volunteer run organisation based at Edgbaston Reservoir in Ladywood Constituency, just over one mile from Birmingham City Centre.

We run weekly sessions for groups and individuals with physical disabilities, learning disabilities and the visually impaired (children and adults) and we want to give more people the chance to enjoy Watersports on a regular basis by developing a volunteer programme.

2) Sailability:

'Sailability' is the name given to all kinds of sailing activities for people with disabilities and is a national programme supported by the RYA. Midland Sailing Club is the only accredited Sailability centre in Birmingham.

Sailing is a unique sport at club level as men and women compete together and people with a disability sailing in special access boats can also compete in the same races. Many older people in their seventies and eighties still compete regularly and will often beat young people because of the skills and knowledge they have built up over decades. This makes Midland Sailing Club a very open, welcoming and genuinely inclusive and intergenerational environment.

For the past three years we have been running free sailing, windsurfing and paddleboarding activities for older adults and adults with disabilities during the week.

They have all developed healthier lifestyles and the mental exercise of learning to sail or windsurf is as valued as the physical exercise. Many have also added to their weekly exercise by enjoying a walk together around the Reservoir after their Watersports session has finished.

Across the country, many Sailability Centres are completely run by volunteers and have taken many years to develop. We already have all the disability access boats and equipment needed and a well-run weekly programme ready for volunteers to support.

3) Focus:

The focus for the volunteering roles will be supporting adults or young people with disabilities take part in Sailing, Windsurfing and Paddleboarding.

No previous Watersports experience will be required as the volunteers will be working alongside skilled and experienced Instructors.

This applies to the Volunteer Coordinator role too.

The majority of the volunteering roles will be shore-based, helping get equipment ready, helping people get buoyancy aids on and into and out of boats etc. However, if volunteers want to take on more responsibilities, we can train them to drive the safety boats and /or to become accredited Assistant Instructors.

However, the roles will mainly be outdoors and fairly active, so a love of the outdoors and being by water is important.

The target audiences for volunteers include:

- Local residents living close to the Reservoir
- The recently retired
- Students on health, social care or sports degree courses living locally
- Young adults seeking volunteering experience to help increase their job opportunities
- Refugees and asylum seekers
- People who volunteered for the Commonwealth Games
- Family and friends of the disabled participants

4) Job Description:

1. Develop a volunteering policy to support the Sailability and other community activities of Sail Birmingham, including application form, induction, supervision and training processes.
2. Create a range of promotional materials to appeal to different groups of potential volunteers.
3. Market and promote the volunteering opportunities on an ongoing basis and through targeted campaigns (e.g. Students' Fresher Weeks).
4. Recruit, interview and select volunteers and match to specific weekly activities.
5. Undertake DBS checking of volunteers as required.
6. Build relationships with local groups who may provide groups of volunteers and organisations who will help promote the programme (e.g. Sport Birmingham and BVSC).
7. Build and maintain links with local Councillors to keep them informed of the project and help promote the volunteering opportunities.
8. Organise social activities to enable volunteers to meet together and develop a team ethos.
9. Promote the contributions that the volunteers have made, individually and collectively.
10. Work alongside the Sail Birmingham Manager to identify gaps in the weekly programme and help encourage volunteers to fill them.
11. Work alongside the Sail Birmingham Manager to identify training and skills development opportunities and the volunteers who these would be relevant for.
12. Identify wider training opportunities that are available across Birmingham that volunteers may find useful.
13. Promote volunteering opportunities amongst members of Midland Sailing Club, including practical activities as well as supporting Sailability sessions.
14. Maintain good records and seek feedback on a regular basis from volunteers and Sailability participants.
15. Provide monitoring reports to the Sail Birmingham Steering Group as required.

5) Person specification:

1. Excellent verbal and written communication skills
2. Proven experience of being part of a successful volunteering programme (either in a paid or voluntary capacity)
3. An understanding of the differing needs and abilities of adults and/or young people with disabilities
4. Awareness and understanding of, and commitment to the principles of good practice in relation to equality, diversity and inclusion
5. Highly motivated and a strong team-player but equally able to work unsupervised
6. Good administrative skills
7. Strong focus on achieving high customer service standards
8. Working knowledge of office equipment, e.g. printers

9. Proficiency in MS Office (MS Excel, MS Word and MS PowerPoint, in particular)
10. Excellent time management skills and the ability to prioritise work and meet deadlines
11. Attention to detail and problem-solving skills
12. Strong organisational skills with the ability to multi-task
13. An interest in sport, leisure activities and/or the outdoors would be an advantage
14. Awareness of the importance of high standards in health and safety and the need to prioritise water safety at all times

6) Terms and Conditions:

Three days per week 0.6 FTE Salary: £25,000 pro rata.

The role involves working 24 hours per week on average across the year. Watersports are seasonal activities and during November to February the working week will be shorter (e.g. 1.5 to 2 days per week) this is flexible and open to discussion with the successful applicant.

Annual leave is 28 days per year pro rata (including Bank Holidays). A maximum of five days can be taken from 1st July to 31st August each year.

The role is subject to an enhanced DBS check.

Funding is currently in place for one year, however further funding is being sought for the post.

Following the successful completion of the three-month probationary period the post is subject to a four-week notice period.

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For an informal discussion about the role please contact:

Philip Reeves, Sail Birmingham Manager: phil.reeves@midlandsailingclub.org.uk
or call 07894 434313

To apply, please send us your CV and covering letter (maximum two pages) outlining your experience and why you wish to be appointed.

Please also provide the names and contact details of two references (one should be your current or most recent employer; this will not be taken up without your direct permission).

Please send the information to:

Philip Reeves, Sail Birmingham Manager: phil.reeves@midlandsailingclub.org.uk

Closing date: 10am on Monday 12th June 2023.

Interviews will take place week commencing Monday 19th June 2023.