

**Stay Safe East**

**Job Description and Person Specification**

**Role:** Volunteer Development Officer 0.8 FTE – fixed term for one year with potential for extension.

**HOURS**: 28 hours per week

**SALARY**: £25,828 per annum (£32,285 FTE)

**CONTRACT TERM**: 12 months

**EMPLOYED BY: Stay Safe East**

**Managed by: Independent Victims’ Advocacy Manager**

**Based at** 90 Crownfield Road, London E15 2BG (Hybrid working– to attend office one day per week minimum).

This post is subject to a satisfactory enhanced Disclosure and Barring Service check.   
  
**JOB DESCRIPTION**

**About the role:**

**Job Purpose**

The Volunteer Development Officer (VDO) is a pivotal role within Stay Safe East, contributing significantly to the establishment and execution of a robust volunteering strategy. Working closely with a dedicated volunteer trainer, the VDO will lead the development and management of the volunteer programme, with a focus on recruiting and supporting volunteers. This programme aims to offer disabled individuals valuable insights into Stay Safe East’s work, providing training and experience that align with career opportunities within the sector.

**Dimensions of the Role**

Reporting directly to the Independent Victims’ Advocacy Team Manager, the VDO will collaborate with the CEO and team managers. The primary responsibility of the post holder is the effective management of the volunteer programme, ensuring its seamless integration into the organisation's broader objectives.

**PERSON SPECIFICATION**

We are looking for a proactive individual with experience of training development and delivery and highly developed communication skills. You will understand what makes a good volunteer for an organisation like Stay Safe East, in terms of personal qualities, skills and experience. As many of our volunteers will have personal experience of abuse, and all will be disabled, you will understand how training can be tailored to meet the needs of this cohort.

Ideally you will have experience of working with disabled people, and/or within services supporting people who have experienced abuse or crime. You will need to have a good understanding of the context in which disabled people experience abuse and crime including:

* Intersectionality
* Human rights as they relate to disabled people
* The social model of disability
* The legal framing of hate crime and violence against women and girls (VAWG)
* The role of other organisations in supporting our clients
* The role and importance of boundaries

Some of the training will be delivered by external experts, so you will need to be able to support the volunteer development officer in sourcing these and in communicating with them.

**How to apply**:

To apply for this role please send us an up to date CV ( No longer than 2 pages and a cover letter no longer than 2 A4 pages or 2000 words demonstrating your knowledge, skills and experience outlined in the person’s specification.

**Person Specification: Volunteer Development Officer**

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| **Knowledge** | Essential criteria (E) or desirable (D) | Method of Assessment Application (A) or Interview (I) |
| Understanding of the contribution volunteers can make within a voluntary organisation and how to make sure this contribution is recognised | E | A/I |
| Understanding of the unique needs of disabled individuals, as clients, employees and volunteers | E | A/I |
| Knowledge of how to structure an effective volunteer training programme | E | A/I |
| Proficient knowledge of data protection and client confidentiality | E | I |
| Understanding of the societal framing of disability and the social model | E | A/I |
| Knowledge of the legal framing for domestic abuse and hate crime | D | A/I |
| Understanding of the experiences and barriers faced by disabled survivors of VAWG and other forms of abuse. | E | A/I |
| Good understanding of boundaries in relation to work with vulnerable clients | E | A/I |
| Good understanding of safeguarding, as it relates to disabled people and their children | E | I |
| **Experience** | | |
| Experience of developing and delivering training; ideally in a social justice setting | E | A/I |
| Experience of working proactively as part of a small team | E | A/I |
| Experience of building internal and external partnerships | E | A/I |
| Hands-on experience of leading and training volunteers | E | A/I |
| Experience of work within an organisation supporting survivors of abuse | D | A |
| Experience of work within a DDPO (Deaf and disabled people’s organisation) | D | A |
| **WORK BASED SKILLS and Abilities** | | |
| Ability to convey knowledge in different forms according to the needs of the volunteer | E | A/I |
| Outstanding communications skills, both written and verbal | E | A/I |
| Strong mentoring and coaching abilities | E | A/I |
| Self-motivated, with the capacity to inspire others | E | A/I |
| Ability to seek and positively engage with feedback | E | A/I |
| Good computer skills including Word processing, Excel, and PowerPoint | E | A/I |
| Strong administrative and organisational skills | E | A/I |
| Proficient user of digital and social media platforms | D | A/I |
| **GENERAL SKILLS AND ATTRIBUTES** | | |
| Positive and enthusiastic attitude | E | A/I |
| Flexible, proactive approach | E | A/I |
| Self-motivated achiever and able to motivate and inspire others | E | A/I |
| An effective team worker | E | A/I |
| Good time management | E | A/I |
| Commitment to Stay Safe East’s Equality and Diversity policy and the ability to work harmoniously with colleagues, suppliers and customers of all cultures and backgrounds | E | A/I |
| Lived experience of disability | D | A |