



Volunteer Support Officer

Purpose of the Role

To coordinate support for the volunteer journey from LDWA member to exit, working with colleagues on the NEC and with Local Group Officers.

To work alongside colleagues within the National Executive Committee to ensure project activity aligns to the Articles of Association and to achieve the aims and objectives set out within the LDWA Business Plan.

Introduction

Volunteers are a subset of LDWA members and the strategy does not seek to attract new members – rather it seeks to convert more members into active volunteers and retain as many members as possible. Its purpose is to recognise, acknowledge and value the contribution of our active volunteers as well as to convert more members to take on volunteer roles, especially among the non-walking membership.

Identifying the various volunteer roles will help further define the actions that can be put in place

Responsibilities (in association with NEC and Local Group Officers)

- Identify, define and map the volunteer roles current across the LDWA
- Collect and publicise case studies of volunteers and the benefits of volunteering
- Ensure Toolkit resources for supporting volunteers are kept up to date and source further resources where gaps are identified
- Generate 'playlists' of useful resources in the Toolkit and on the NCVO website for the different roles
- Develop a Training and Development programme in conjunction with NEC and Local Group Officers to be delivered perhaps once a month using Zoom
- Set up WhatsApp groups for Volunteer roles for communication, sharing good practice, exchanging tips and advice and for social interaction
- Develop a tariff of awards, covering different volunteer roles and categories of activity, both financial and non-financial, e.g. certificates, conferences, events, training, etc.
- Agree an expenses policy for volunteer roles
- Input to/develop a quarterly newsletter for volunteers

Reporting

The role would report to the Chair of LDWA on a monthly basis. A written report would be submitted to each meeting of the NEC.