



# Job Description

The Welcome Directory  
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<b>JOB TITLE:</b>	Volunteer Development Officer
<b>LOCATION:</b>	Home based and occasionally at the London Office of The Welcome Directory, 27 Tavistock Square, London, WC1H 9HH
<b>ACCOUNTABLE TO:</b>	Project Manager
<b>KEY RELATIONSHIPS:</b>	The Welcome Directory staff, Registered and Potential Faith Communities, Volunteers
<b>CONTRACT TYPE:</b>	Fixed Term (for 12 months from start of contract)
<b>WORKING HOURS:</b>	Part Time (2.5 Days per week/ 20 Hours)
<b>SALARY:</b>	£24,600 pro rata (£12,300pa based on hours worked)

## **JOB SUMMARY:**

The post holder will develop engagement from faith leaders, faith communities, and volunteers on behalf of the organisation. The goal of the post is to ensure that these developed relationships increase the capacity of The Welcome Directory, thus adding to the number of registrations.

This will include, but may not be limited to:

- Developing the population of and promoting registration to the directory amongst faith communities
- The selection, training and support of volunteers
- Co-ordination of events, including:
  - Representing The Welcome Directory at appropriate external faith/ social justice events
  - Delivery of 'Welcome Directory Connection Meetings' (online)
  - Delivery of the Prisons Awareness Course (online)
  - Delivery of the Multi-Faith Forum (online and face-face)
- Development of content for appropriate resources to support faith communities in welcoming prison leavers



From time to time, you may be required to undertake additional activities which are appropriate to the development nature of this role as required by your line manager.

**PERSON SPECIFICATION:**

The post is open to any person with recent or ongoing experience of the resettlement of prison leavers. The ideal post holder will be able to demonstrate a high level of awareness of the resettlement issues faced by those who have engaged their faith whilst in prison.

**Essential**

- Personal Attributes:            Commitment to their own faith and the life of their faith community  
Ability to work collaboratively and flexibly within the team  
Self-directing with capacity to prioritise  
Ability to meet deadlines
- Education:                        Educated to at least degree level or equivalent
- Skills/Aptitudes:                Advanced written and oral communication skills  
Ability to relate well to people of all faiths  
Analytical skills  
IT skills to an Advanced level, including use of technology such as Zoom, Teams, MailMerge and Office365
- Experience/ Knowledge:        Experience of co-ordinating and delivering training  
Experience of volunteer engagement or management  
Understanding of resettlement issues faced by those leaving prison with faith  
Planning and executing meetings, including public meetings
- Circumstances:                 Willingness and ability to travel, with occasional overnight stays

**Desirable**

- Education:                        Higher degree and/ or evidence of research/ reading in proffered area of interest
- Experience/ Knowledge:        Prison Chaplaincy structures and the justice system  
Working with / alongside those in faith leadership  
Working within a multi-faith team  
Social networking in a corporate setting



## **GENERAL CONDITIONS:**

### ***Equality of opportunity, and diversity***

Equal treatment amongst people from diverse backgrounds and with diverse perspectives is one of the central precepts of The Welcome Directory. The Welcome Directory as an employing body values the richness which this equal treatment brings to the workplace. It therefore has an equal opportunities approach in place which not only requires the employer to fulfil certain obligations but also places responsibilities on staff. Staff found to be behaving in a way that contravenes this approach will be subject to disciplinary action, which could lead to dismissal.

The Welcome Directory is committed to implement the terms of all relevant Diversity legislation and to improving opportunities for people safeguarded by the protected characteristics.

### ***Standards of Behaviour and Conduct***

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of a body representative of Faith Communities and as professionals, whatever their job.

It is important that all members of staff always present a neat and tidy appearance. The post holder will be expected to model this to all staff and stakeholders. The general appearance should help convey a professional and efficient approach to work. Whilst not wishing to impose unreasonable obligations on staff, The Welcome Directory nonetheless expects you to look smart in appearance at all times while representing the organisation.

In this post, any action that would exclude the holder from access to prison will disqualify them from this employment.

It is a condition of employment that the post holder is in possession of a recent and valid DBS certificate

### ***Health and Safety Responsibilities***

Staff must ensure that they do not endanger themselves or others by any act or omission on their part, in line with the Safeguarding policy.

Home-working staff must ensure that they are mindful of health and safety responsibilities in their work place.



**Confidentiality**

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their line manager or the trustees, in line with the Data Protection policy.

**TERMS OF EMPLOYMENT:**

**General:**

The post is to be home-based.  
Travel expenses as required for the successful development of the project may be claimed and suitable equipment for fulfilling the job will be provided.

**Salary:**

Salary will be £12,300 pa based on 20Hrs per week

**Pensions**

As the employer, The Wellcome Directory pays National Insurance contributions under the 'not-contracted-out' contributions scheme and all members of staff not in a pension scheme are required to join one. The Wellcome Directory will, during the term of the post, contribute 5% of salary.

**Hours of Duty:**

Normal hours of work are 20 hours per week, equivalent 2.5 days, excluding an hour's unpaid break for lunch.

**Annual Leave:**

10 days paid leave per year exclusive of public and additional holidays (the latter on a pro rata basis).

**Contract:**

The post is offered on a fixed term basis for 12 months from commencement of contract and is subject to a 3-month probationary period.

*Whilst this role is fixed term, there may be the potential to extend where funding permits.*