

# Kent Coast Volunteering

Connecting Communities In  
Dover, Thanet, Folkestone & Hythe

## Job Description and Person Specification

- Title:** Youth Volunteer Connector (Thanet)
- Hours:** 15 hrs pw
- Fixed Term:** Pilot project until 31 March 2025 – 11 months if start in May 2024
- Salary:** £10,411.20 (pro rata of £26,310 F/T annual salary)
- Location:** Hybrid (working from home, Pie Factory Music and outreach locations)
- Annual Leave:** 17 days (pro rata of 28) plus bank holidays, based on a 3-day working week. Plus 4 volunteering days and an extra day off for your birthday.
- Reporting to:** Charity Manager

**Working at Kent Coast Volunteering (KCV) is more than “just another job”, it’s a chance to be part of something that really matters with a team that truly cares. You probably already know us; we are a recognised brand in Thanet, Dover, and Folkestone & Hythe, supporting volunteers and volunteer involving organisations to respond to the challenges of social action, meet needs and improve quality of life.**

Thanks to funding from Thanet District Council’s [Shared Prosperity Fund](#), Kent Coast Volunteering is pleased to be **recruiting to a Volunteer Connector role for a pilot project supporting young people aged 14 to 24 into hyper local volunteering roles.**

The project focuses on working with young people from Newington, Ramsgate, Margate, Cliftonville and Dane Valley, and on supporting charities, community groups and CICs in these areas by finding and matching young people with volunteering opportunities and developing social actions in these areas.

This pilot project is aimed at addressing the priority needs of Thanet District Council’s [Shared Prosperity Project](#) and will focus on volunteering opportunities that help tackle challenges, such as poverty, restoring a sense of community and improving local pride and belonging.

We know that volunteering can be good for your health and boost people’s feelings of happiness and wellbeing. This project aims to promote the benefits of volunteering and breakdown barriers to volunteering for young people to access the opportunities volunteering can open up to them, such as future job opportunities.

We will work with young people and co-develop the project all the way, supporting young people into positive activities and community engagement.

This project sits alongside our Lottery funded project, which employs a Thanet Volunteer Connector, a Best Practice Coordinator to support VIOs across three local authority areas, and our new

Accessibility Coordinators focusing on Thanet's deaf community and will help amplify our impact in the community and support community need.

**The Role:** The post holder will:

- Find at least 20 young people interested in volunteering and, working with them, match them with suitable volunteering opportunities in the five priority areas of the Shared Prosperity Fund.
- Work closely with young people and the coordinator of the existing ACT group at Pie Factory Music, which is involved in this project, on one Tuesday evening each month, and with young people elsewhere to help develop the project, including social actions and social media content.
- Deliver at least 4 social actions in support of charities, community groups and CICs in the 5 priority areas, working with at least 5 young people on each social action. Two of these social actions will come from the ACT group.
- Work with at least 5 volunteer-involving organisations (charities, community groups and CICs) across the priority areas of the Shared Prosperity Fund to match volunteers with them.
- Focus on volunteering opportunities that help tackle challenges, such as poverty, restoring a sense of community and improving local pride and belonging.
- Support VIOs to take on young volunteers: work with our Best Practice Coordinator, to provide support and resources where needed to enable local groups to recruit young volunteers and develop best practice in youth volunteering. This support will be compiled into a toolkit, which will be used after the life of the project.
- Find creative volunteers from EK College and the nearby universities to share creative skills with at least 10 young people on the project.
- Build on our existing links to develop progression opportunities for the young people taking part in the pilot project – especially in the creative sector.
- Create a legacy list of youth friendly volunteering opportunities to enable matches after the life of the project and the creative content to promote volunteering and/or change perceptions of volunteering among young people by young people will also exist to be used after the life of the project.
- Manage a small breaking the barriers funding pot during the life of the project.
- Aim to co-create a structured programme of reward and recognition for Young Volunteers and a minimum volunteering requirement to make it worthwhile for VIOs, which could be further developed in future.

## **Job Description**

### **Finding young people interested in volunteering**

- Find volunteering roles for at least 20 young people.
- Work with young people at Pie Factory Music's ACT group and a designated worker at Pie Factory, who is collaborating on the project.
- Build on our existing links, and develop new links where needed, with schools, colleges, youth groups, universities the job centre and other support agencies for young people.
- Explore possibilities for KCV to bridge the gap between student placements at East Kent College and relevant volunteering roles, supporting the young person and the volunteer-involving organisation to make it happen where needed.

- Work with the two youth work coaches at the Job Centre and groups such as CXK (youth careers service) to support young people into volunteering.
- Forge links with International Baccalaureate (IB) students in Thanet schools and Duke of Edinburgh projects in Thanet to encourage participants to volunteer for VIOs in Thanet.

## **Youth Voice**

- Work with at least around 10 young people at the existing ACT group at Pie Factory Music to develop the project, social action ideas and promotional material on one Tuesday evening each month for 2.5 hours. Liaise with the ACT group throughout the project including for a two-hour monthly planning meeting with the group leaders to make sure young people are taking the lead.
- Work with as many youth volunteers from other routes as possible to develop the project, social action ideas and promotional material, introducing young people to the ACT group at Pie Factory where appropriate.
- Facilitate the production of creative digital content by young people for young people to break down barriers to volunteering and show the benefits of volunteering. This can be sharing volunteering stories and/or documenting social actions.
- Manage a small breaking the barriers funding pot during the life of the project for travel and activity expenses and reward and recognition.
- Co-create a structured programme of reward and recognition for Young Volunteers & a minimum volunteering requirement to make it worthwhile for VIOs.

## **Supporting Young People**

- Co-develop social actions in support of the key priorities of the Shared Prosperity Fund, which can also be seen as ‘taster sessions’ for volunteering.
- Work with each young person to find a meaningful volunteering opportunity for them.
- ‘Buddy’ young people at their volunteering opportunities until their confidence grows.

## **Creativity and Progression opportunities**

- Work with young volunteers to raise the profile of volunteering among young people through social media (and other media platforms where relevant).
- Work with young people to document and promote social actions through social media, video and other creative content so they have a portfolio of work for the future.
- Find creative volunteers from EK College and the nearby universities where needed to share creative skills with the young people on the project.
- Build on progression opportunity ideas in the creative field, such as with festivals across Thanet, for when the project ends.

## **Social Actions**

- Deliver at least 4 social actions in support of charities, community groups and CICs in the 5 priority areas, fulfilling priority need, working with at least 5 young people on each social action.

## **Supporting Charities**

- Support VIOs to take on young volunteers: working with our Best Practice Coordinator, provide support and resources where needed to enable local groups to recruit young volunteers and develop best practice in youth volunteering. This support will be compiled into a toolkit, which will be used after the life of the project. This could include developing parental consent forms, induction tick lists and other resources.
- Invite the VIOs you work with to our Networking and Knowledge events, our VIO newsletter mailing list and best practice training opportunities.

### **Other Duties**

- Other tasks as specified by the manager.

**Note: It may be necessary to work outside normal contracted hours; where this is necessary, time off in lieu will be given.**

### **Person Specification**

#### **Essential Criteria**

- **Experience working with young people.**
- **Self-starter, able to work on own initiative.**
- **A good team player.**
- **Excellent communication skills.**
- **Able to make links and connections with charities community groups, young people, and statutory services, such as schools and job centre staff.**
- **Experience of creating content on social media.**
- **Able to research and put together resources, liaising with team mates.**
- **Happy to work from home and remotely in the community.**
- **Understanding/Experience of Volunteer Involving Organisations**
- **Excellent Information & Technology knowledge and skills**

#### **Desirable Criteria**

- Geographical knowledge of Thanet
- Educated to 'A' Level and above
- Personal experience of volunteering
- First Aid Qualification
- Access to a car with clean and valid Driving Licence

The deadline to express initial interest is Friday 10th May. Please email how you meet the criteria and why you are interested in this role. We are ideally looking for someone who can start this role immediately and so are open to conversations if you don't fully meet the criteria. This is a great role, joining a supportive team. We look forward to hearing from you. Contact Charity Manager Emma Cooney [emma.cooney@kcv.org.uk](mailto:emma.cooney@kcv.org.uk). If you want to discuss this role further, please email her your telephone number and she will call you back asap.

