



**Humber and North Yorkshire**  
Health and Care Partnership

**Job Description: Strategic Volunteer Lead (Humber and North Yorkshire)**

**Salary:** £36,057 per annum

**Hours:** 37 per week

**Location:** Remote with a requirement to attend meetings across Humber & North Yorkshire

**Reporting to:** CEO, York CVS and Head of VCSE Humber & North Yorkshire Health & Care Partnership

**Contract Duration:** Funded until 30 June 2027

**Context:** In the summer of 2023, a proposal was approved by the Workforce Investment Committee (a committee of the Humber & North Yorkshire Health & Care Partnership HNY HCP) to fund work to develop and embed a consistent approach to volunteering across the health and care system across Humber and North Yorkshire.

This enabled York CVS to appoint a Strategic Volunteering Lead to progress this work under the guidance of the 'Volunteering at the Heart of the System' Breakthrough Transformation working group; <https://humberandnorthyorkshire.org.uk/our-work/workforce/>

As part of this work and as a result of a successful bid to NHS Charities under the Volunteering for Health programme, <https://www.cwplus.org.uk/volunteeringforhealth/>, we have secured 3 years funding to take this work forward, specifically by scaling up the youth volunteering that is already happening across the system.

**Main Purpose of Job:** To scale-up the youth volunteering that is already happening in our System and create a resource package that will empower others across the System to start their own youth volunteering programmes.

The Volunteering Lead will develop a strategic approach to involving volunteers across the health and care system. They will oversee work across the HNY HCP to develop a consistent culture and streamlined volunteer practices, with a focus on volunteering for young volunteers from 16 upwards.

Working with the 'Volunteering at the Heart of the System' working group, this role will engage colleagues within the health and care system and Voluntary and Community Sector, to develop consistent ways to effectively recruit, retain and deploy young volunteers, identifying good practice and scaling this across the system.

The role will work with the Integrated Care System (ICS) to develop robust policy and procedures that can be implemented across health and care organisations, elevating the

role of volunteering, and demonstrating its value and impact to the services being delivered.

### **Specific outcomes are:**

- Increased volunteering opportunities for 16+ year olds across the whole system
- Consistent volunteer processes across health and care organisations.
- Greater commitment to and integration of volunteering across the System.
- Greater connectivity between the VCSE sector, volunteer centres and health and care.

### **Duties and Responsibilities**

The role will work across multiple partners and organisations to:

- Develop a strategic approach to enable and embed 16+ youth volunteering for all volunteer-involving health & care organisations across the System, by scaling-up existing programmes from one part of our system.
- Develop and embed an innovative cross-sector approach to adopting consistent recruitment and onboarding process, ensuring all participating organisations adopt shared standardised volunteer recruitment and on-boarding processes.
- Create resources and support for organisations to start these programmes allowing volunteers to be distributed more evenly from those with a surplus to those in need and provide a better volunteer experience regardless of whether they are an NHS or VCSE organisation.
- Reduce the barriers to finding and engaging with volunteering, easier deployment and movement of volunteers between organisations and from volunteering into employment.
- Working with NHS England through the Volunteering for Health fund, to participate in joining up national, regional and local volunteering to share knowledge and learning and take learning from other programmes that can benefit HNY.
- Embed a culture where the involvement of volunteers is embraced as a fundamental part of a robust health and care system and is embedded in strategic planning.
- Develop partnerships and facilitate relations, connecting organisations and sectors, such as linking the role of Volunteer Centres with the volunteer recruitment and deployment.
- Work with the HNY Integrated Care Board (ICB), the HNY Workforce Board, HNY People Team, to establish ICB priorities around volunteering and aligning volunteering with the overall health and care strategy.
- Measure and evaluate the impact that volunteers have on the health and care system and ensure this is shared and celebrated across the system and nationally.
- Analyse, monitor, report and present findings on volunteering to relevant stakeholders, boards and networks, including NHS Charities.
- To ensure data is treated in accordance with GDPR legislation, and that all duties are carried out in line with York CVS' policies and procedures.
- To work with other partners to commission specific pieces of work linked to the bid and ensure agreements are in place and work is carried out as required.
- To undertake any other duties at a comparable level of responsibility, relevant to the role as deemed necessary.

## Person Specification: Strategic Volunteer Lead (Humber and North Yorkshire)

	Essential	Desirable	How Assessed
<b>Values and Personal Attributes</b>			
1.1 A proactive and enthusiastic attitude with the ability to inspire and persuade others when necessary, able to work on own initiative and have a solution focused approach.	✓		AF/INT/R
1.2 Strong interpersonal skills, ability to communicate with a number of stakeholders across a wide range of partners	✓		AF/INT/R
1.3 Ability to work flexibly and effectively as part of a team	✓		AF/INT/R
1.4 Able to constructively challenge existing processes and practice and implement change	✓		AF/INT/R
1.5 Commitment to continuing personal and professional development	✓		AF/INT/R
<b>Skills and Knowledge</b>			
2.1 An understanding of volunteering, including processes and practices around recruitment, managing and retaining volunteers	✓		AF/INT/R
2.2 The ability to communicate and build relationships at all levels with tact and sensitivity where needed	✓		AF/INT/R
2.3. The ability to establish credibility with colleagues and organisations across sectors, including health, VCSE and Local Authority.	✓		AF/INT/R
2.4 Good persuasion, influencing and negotiating skills	✓		AF/INT/R
2.5 Good presentation skills and ability to produce clear, concise and accurate written documents	✓		AF/INT/R

2.6 Experience of managing projects including monitoring performance through outputs/outcomes	✓		AF/INT/R
2.7 Strong IT skills including spreadsheets, databases, e-mail and Microsoft suite	✓		AF/INT/R
<b>Experience</b>			
3.1 Demonstrable experience working at a senior level in a strategic role	✓		AF/INT/R
3.2 Demonstrable experience of stakeholder management and working in partnership with a range of partners at all levels	✓		AF/INT/R
3.3 Experience of project and programme management techniques and applying them with multiple stakeholders	✓		AF/INT/R
3.4 Personal experience of volunteering to draw upon	✓		AF/INT/R
3.5 Experience of change management and working in a transforming landscape	✓		
<b>Other Requirements</b>			
4.1 Flexible approach to working hours and able and willing to work occasional early mornings, evenings and weekends if required, with appropriate notice	✓		AF/INT/R
4.2 Ability to work effectively from home	✓		AF/INT/R
4.3 Ability to travel across the Humber and North Yorkshire geography	✓		AF/INT/R

\* Key to how skills are assessed

AF = Application Form; INT = Interview; AT = Assessment/Task exercise; R = References;  
CERT – Certificate of qualification

Prepared/Reviewed by: AS/GS/KW

Date: 02.09.24