

Home-Start is committed to safer recruitment practice as an important part of safeguarding and protecting children and vulnerable adults.



Job Title: Volunteer and Community Engagement Worker

Location: Home-Start Clackmannanshire, 92-94 Alloa Business Centre, Alloa, Clackmannanshire, FK10 3SA

Travel required throughout Clackmannanshire to carry out role.

Hours of work: 28 hours per week

Salary: £24,752 pa full time. Pro rata, 28 hours per week, £19,802

Contract: 1-year fixed term

Responsible to: CEO

Home-Start Clackmannanshire is a long standing, dynamic charity, striving to ensure every young child (under 12) has the best possible start in life locally. Raising a family has never been easy; our trained volunteers and staff are there to support families through challenging times.

We provide a bespoke support package of 1:1 and group services for families, helping them to cope with the stresses and strains of daily life and encourage them to build the skills, confidence, and strength they need to nurture their children for years to come. As part of our service, we run a charity shop in Alloa, which generates income for our support work, offers volunteering opportunities, and is a local Bairn Bank.

Through a Home-Start UK partnership and funding through The Pears Foundation, we are excited to be able to offer a brand-new role within our team, for a Volunteer and Community Engagement Worker, to allow us to provide dedicated resource to reviewing and developing our volunteering programme. Learning from this post will inform Home-Start UK work towards supporting the transformation of volunteering across the network. This is a fixed term contract, with potential of extension dependent upon sourcing continued funding.

Purpose of the job

In recent years, particularly since COVID, the volunteering landscape has changed significantly both locally and nationally. Traditional roles, such as home visiting and charity retail, have seen declining engagement, requiring us to adapt and evolve to continue supporting our communities effectively. We must remain flexible, create new opportunities, and leverage digital tools to recruit, train, and support volunteers.

Through introducing this new role, we will work to systematically assess and develop all aspects of our volunteer programme.

The role will be structured around three themes:

1. Understanding Volunteer Motivations to Improve our Recruitment and Retention
2. Developing and Implementing Diverse Volunteer Roles across our family support, and charity shop work.
3. Enhancing Accessibility of our Volunteer Programme

The Volunteer and Community Engagement Worker will have a key focus on community engagement, assisting to enhance our community fundraising profile and activities, contributing to the sustainability of the role.

You will also:

- Contribute to the effective day to day operation of the scheme in accordance with the Home-Start Memorandum & Articles of Association, Home-Start, Standards & Methods of Practice, Home-Start Agreement and Quality Assurance Standards.
- To maintain high standards of practice within the Home-Start model.
- To ensure equality of opportunity, fairness and diversity in all aspects of the scheme's work.
- Implement good safeguarding practice in all areas of work.

Main Responsibilities

Volunteer Development

- Understanding Volunteer Motivations to Improve our Recruitment and Retention
 - Use current data and gather new insights into the motivations of existing and potential volunteers.
 - Leverage our Communications Strategy, social media insights, and existing family and volunteer data to refine recruitment strategies.
 - Explore new evaluation methods, such as video feedback, and place emphasis on capturing the child's voice.
- Developing and Implementing Diverse Volunteer Roles across our family support, and charity shop work.
 - Organise events that promote our organisation, expand our volunteer base, and support fundraising efforts.
 - Explore new volunteer opportunities, including: micro-volunteering; virtual volunteering; corporate volunteering; in-house volunteer mentoring and youth volunteering.
 - Work closely with our Assistant Manager and Co-ordinators to ensure smooth onboarding of new volunteers.
- Enhancing accessibility of our volunteer programme.
 - Review and improve all materials, ensuring accessibility in language, format, and readability.
 - Develop alternatives such as videos and easy-read materials.

- Increase visibility in the community.
- Support learning to inform a national volunteer transformation project within the Home-Start UK network.

Supporting the work of Home-Start Clackmannanshire

- Undertaking work as delegated by our Assistant Manager and CEO to support the strategic management, development and future funding of the scheme.
- Supporting the implementation of and upholding all Home-Start policies and procedures.
- Complying with the scheme's administration, monitoring and financial systems.
- Promoting the work of the scheme, as required by the CEO.
- Contributing to and supporting the development of the Home-Start network locally, regionally and nationally.

Working in Partnership

- Networking appropriately within the community.

The post holder may be required to undertake any other duties that fall within the nature of the role and responsibilities of the post as detailed above.

This job description is current as of May 2025.