

Kent Coast Volunteering

Connecting Communities In
Dover, Thanet, Folkestone & Hythe

Job Description and Person Specification

The postholder will be a fluent BSL user.

Title: Accessibility Coordinator

Hours: 35 hrs pw (full time) – We are open to job shares



Fixed Term: 2 Years – generously funded by The National Lottery Community Fund

Salary: £26,310 for full time or an example of a job share could be £13,531 for 18 hrs pw

Location: Hybrid (working from home and our Deal office, with regular outreach in Thanet area)

Reporting to: Fundraising & Project Development Manager

*If you want support to translate or understand this Job Description (p2 - and Person Specification (p2-5) please contact KCV. **Our details are below.***

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.

Over the last two years we have shown agility and skill, adapting our services and infrastructure support to meet the needs of our service users. Now, thanks to a 3-year award from The National Lottery, Kent Coast Volunteering is pleased to be recruiting to a variety of uniquely shaped roles which will support local people to find meaningful and accessible volunteering opportunities. We will also provide support that enables organisations and local groups to develop best practice in volunteering and the running of their organisations.

The Role: The postholder will be a fluent BSL user. They will set up and operate an accessible volunteering service aimed at the Deaf community in Thanet, breaking down barriers and facilitating access to attractive volunteering opportunities. The postholder will also support charities to host Deaf volunteers. They will also identify other groups experiencing barriers to

engaging in volunteering and work with organisations to welcome more diverse individuals into their volunteering roles.

Working as part of a team, the post holder will:

- Provide intensive support to 18 Volunteer Involving Organisations (VIOs) in the Thanet District to help them better support Deaf volunteers new groups.
- Connect 18 Deaf volunteers with these VIOs each year, and provide ongoing mentoring and support to enable these placements to be successful. Recruit British Sign Language students to act as volunteer buddies who will work alongside the Deaf volunteer, in partnership with Palm Deaf.
- Work with Palm Deaf to deliver Deaf Awareness Sessions to the pilot VIOs. They will support recruitment of the sign language buddies who will volunteer alongside the Deaf volunteers.
- Co-ordinate and host 6 Network and Knowledge sessions for VIO's over the life of the project, providing an opportunity to have structured discussions on accessibility and other topics related to this role.
- Act as an Accessibility Champion, developing best practice resources to help VIOs to positively connect and engage with harder to reach communities, working with VIO's to enhance connectivity and engagement.
- Raise the profile of volunteering through posting on KCV's website, social media and other media platforms.
- Work flexibly with the team to achieve the Lottery Project aims support the wider charity when needed.

Job Description

- Identify 18 Thanet based VIO's to participate in bespoke accessibility programme designed to break down the barriers that Deaf people face when wanting to volunteer.
- In partnership with Palm Deaf, coordinate Deaf Awareness sessions for Thanet based VIO's involved in the pilot programme.
- Following Deaf Awareness training, triage VIO's to identify barriers facing recruitment and management of Deaf volunteers; identify and agree solutions.

- Recruit Deaf people who want to volunteer, match them to opportunities and provide some ongoing support to help ensure that the volunteer placements are successful.
- Alongside volunteer recruitment programme and in partnership with Palm Deaf, recruit Buddy BSL learner Volunteers who will partner the Deaf volunteer at volunteering role.
- Develop the project based on feedback from volunteers, participant VIOs and other stakeholders, and internal learning.
- Connect and engage with community groups who serve diverse communities identifying as disabled or marginalized to promote volunteering and break down barriers. Raise the profile of VIO's and volunteering opportunities offering inclusive volunteering opportunities through different media platforms including social media, radio and other free media outlets using communications tools that reflect and welcome diversity.

Equality, Diversity and Inclusion

- Work with our Best Practice Coordinator to monitor and report on the quantity, quality and diversity of KCV's volunteering opportunities and support Volunteer Involving Organisations to do the same.
- Identify barriers to Volunteering at KCV and recommend solutions.

Good Practice Development

- Organise and host at least 3 Network and Knowledge Sessions per year about widening access to volunteering opportunities and other topics related to this role. These sessions are held across Thanet, Dover and Folkestone and Hythe Districts; they are an opportunity for us to promote best practice and for VIOs to increase their knowledge and skills.
- Act as an Accessibility Champion, researching and disseminating information about best practice around accessibility for people with a range of needs.
- Develop a range of resources to support VIOs to welcome and retain volunteers with a range of access needs, including Deaf people, people

with learning disabilities, neurodivergent people, disabled people and other hard to reach communities.

- Support the project team to deliver further Network and Knowledge Sessions as required.

Supporting the wider work of KCV

- Identify potential fundraising opportunities and assist with community events.
- Support the recruitment of internal volunteers.
- Embed diversity and inclusion in our internal processes, systems and tools.

Monitoring and Evaluation

- Record outputs and outcomes to support the evaluation of the project and our funder requirements.
- Record and collate case studies and impact statements that evidence the difference this role has made to the VIO's and volunteers.
- At key monitoring points review and evaluate project activities, impact and delivery status.
- Feedback issues that impact VIOs and volunteers in the achievement/delivery of a high-quality service.
- Share learning from the project and shape a new way forward for breaking down barriers to volunteering faced by Deaf people.

Disclosure and Barring Service

- Promote KCV's DBS service, alongside KCV's DBS Coordinator.

Accreditation

- Support KCV to attain the NAVCA Accreditation.
- Work as part of the team to ensure all work of the Volunteer Centre is in line with NAVCA's accreditations.

Other Duties

- Support and help facilitate the smooth running of KCV offices where appropriate.
- Key holder.

- Other tasks as specified by the manager.

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

Person Specification

Essential Criteria

Fluent BSL user

Understanding/Experience of Deaf culture and the barriers that Deaf and hard of hearing people face

Understanding/Experience of Volunteer Involving Organisations

Good Information & Technology knowledge and skills

General office administration experience

Excellent communication skills – able to communicate with a wide variety of stakeholders and clients including people with diverse communication needs

Able to work independently

A good team player

Flexible and methodical approach to work

Excellent attention to detail

Desirable Criteria

Experience in the Deaf community

Knowledge of Thanet district

Personal experience of volunteering

Experience of supervising staff or volunteers

Knowledge and/or experience of marketing a service

Access to a car with a valid Driving Licence

Applicants are invited to submit a CV and detailed covering letter setting out how they meet the Job Description and Person Specification and why they are the right person for the role.

CV's and covering letters to be sent to charlotte.east@kcv.org.uk by **midday** on **Thursday 22 February**.

- On Thursday 22 February, we will invite shortlisted applicants to interview.
- Interviews are to be held on **Wednesday 28th February** So please **save the date in case you are shortlisted for interview**.

For more information or if you want to discuss this role, contact Charlotte East, Fundraising & Project Manager, charlotte.east@kcv.org.uk or Charity Manager Emma Cooney emma.cooney@kcv.org.uk.