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## **RSVP West Regional Coordinator (Volunteer)** **Role Description**

RSVP West is a volunteering organisation that was set up in Bristol 30 years ago. It is entirely volunteer run, including the Regional Coordinator. The role of Regional Coordinator is an exciting opportunity for somebody with enthusiasm for volunteering, relevant experience and new ideas to take RSVP West forward.

### **About RSVP West and the context of the role of Regional Coordinator**

RSVP (Retired and Senior Volunteer Programme) West is part of the national charity 'Volunteering Matters' and has representation on the national RSVP Steering Group. It currently has just over 400 active members, all of whom are aged over 50 – a requirement for membership of RSVP across the UK and also a requirement for the Regional Coordinator.

RSVP West operates in the areas of Bristol, North Somerset, South Gloucestershire and Bath & North East Somerset (BANES).

It rents office space in the Create Centre, Bristol, Smeaton Road, BS1 6XN.

The organisation is managed locally by the Regional Management Group, which includes the Leads of several of the current volunteering projects and the Office Coordinator.

The Regional Coordinator is accountable to a nominated contact in Volunteering Matters and is expected to meet with them (online or in person) on a regular basis.

RSVP West has its own website (<https://rsvp-west.org.uk/>) and distributes a twice-yearly newsletter (Volunteering News) to its members plus external partners and stakeholders.

All of RSVP West's activities are funded and overseen financially by the associated charity: "The Friends of RSVP West Region" (Charity no: 1170838).

RSVP West is a member of the 'Bristol Hub', which was set up during the pandemic by charities and voluntary agencies to support elderly people living in Bristol. 49 organisations are currently members of the Hub.

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## **Current RSVP West volunteering projects**

- **Community Support Services**
  - In partnership with GP surgeries (transport for, and befriending of, elderly or isolated people).
  - North Somerset **Driving Groups** which take older people to and from health appointments in their locality or in Bristol hospitals.
- **A Schools Programme** supporting children with reading, numeracy and other areas of the curriculum.
- **Lay Assessors** who assist Bristol City Council's Quality Assurance Service:
  - One team assesses the quality of the Home Care service;
  - Another team carries out inspection visits to Care Homes. (The Care Home scheme is currently on hold, but plans are underway for it to restart).
- Volunteers on **'The Matthew'** in Bristol Harbour, who assist with maintaining the ship and who lead guided tours.
- A **Knitting Group** that provides garments to local hospitals and care homes, and overseas as needed.

Each of these projects is led by one or more Project Leads/Organiser(s), all of whom are volunteers, who are responsible for recruiting and supporting volunteers and the day-to-day management of their projects.

## **Responsibilities of the Regional Coordinator**

### **Internal Face of RSVP West:**

- Chiring of Regional Management Group. This meets approximately every 2 months, either in person or via Zoom, for regular review of strategic direction, operational matters and development.
- Ensuring that regional practices are up to date and compliant with Volunteering Matters' policies, legal requirements and best practice guidelines.
- Encouraging and supporting new volunteering projects.
- Recruiting/replacing and retaining Project Organisers, providing the relevant support needed.
- Recruiting/replacing holders of the roles that provide support to the Regional Coordinator e.g. Office Coordinator, Newsletter Editor, Bookkeeper, DBS Coordinator (these roles are described below).
- Working with the Office Coordinator and Project Leads to regularly review the membership records for accuracy and currency.
- Working with the Project Leads to collect feedback from beneficiaries and volunteers that can be used to assess volunteer satisfaction and to record the impact on the local community of RSVP West volunteering activities.

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## External Face of RSVP West:

- Raising RSVP West's profile and maintaining its good reputation by communicating with local organisations, including Local Authorities, Integrated Care Boards, funding bodies/trusts and relevant local voluntary-sector organisations.
- Raising the profile of RSVP West through local media: TV, radio, press, magazines, etc.) and through social media channels (e.g. X/Twitter, Facebook).
- Ensuring that the RSVP West website is accurate, up-to-date and attractive.
- Being a trustee of the charity 'Friends of RSVP West Region'.
- Approving expenditure (e.g. invoices, expenses) in line with general policies determined by the charity trustees.
- Maintaining positive relationships with Volunteering Matters' colleagues, ensuring a good communication flow.
- Maintaining good communications with RSVP groups in other regions of the UK through being a member of the national RSVP Steering Group.

## Support provided to the Regional Coordinator

The following volunteer roles support the Regional Coordinator as required:

**Office Coordinator** who undertakes initial contacts / enquiries (internal and external); office administration; maintenance and upkeep of membership records; maintenance of lists of members and external contacts in Mailchimp in order to distribute emails, newsletters etc; logging receipt and classification of invoices; making minor amendments to the RSVP West website and liaising with the website designers for larger amendments; posting vacancies to local volunteer bureaux.

**Newsletter Editor** who requests and edits articles for a newsletter twice a year (summer and December) and arranges printing of this by Bristol City Council.

**Bookkeeper** who posts bank statement entries to an Excel spreadsheet that is used for compiling the annual Income and Expenditure statement.

**DBS Coordinator** who coordinates applications for volunteers' DBS certificates, as required.

### **Safeguarding Coordinator**

#### **The RSVP West office**

RSVP West rents office space in the Create Centre, Smeaton Road, Bristol BS1 6X <https://www.createbristol.org/>. The Create Centre provides flexible workspace to a number of environmental and ethical organisations. It is owned and managed by Bristol City Council and, in addition to office space, it offers meeting rooms and a café. The RSVP West office is equipped with a computer, printer/scanner, shredder, desks, a meetings table and generous storage/filing space. It is available for the use of the Regional Coordinator during working hours.

## **Skills and attributes**

### **Essential:**

- Aged over 50 years
- Management experience
- Volunteering experience
- Good teamwork, communication, networking and organisational skills
- A commitment to diversity, inclusion and equal opportunities
- Commitment to RSVP West's ethos of being entirely volunteer-led
- Commitment to high-quality, professional standards in all RSVP West's activities
- An awareness of key compliance areas, including health & safety, and safeguarding children & vulnerable adults
- Ability to ensure that all RSVP West members feel valued and supported, and that this ethos is transmitted throughout the organization
- Experience in the use of office packages, e.g. Microsoft Office (the current default package)

### **Desirable:**

- Experience of managing volunteers
- Experience of financial management
- Experience of fund-raising
- Understanding of service evaluation and impact measurement
- Understanding of succession planning

## **Workload**

It is difficult to accurately prescribe the number of weekly hours, but the role may occupy up to around 15 hours per week. This however is likely to vary from week to week. The expectation is that the Regional Coordinator will work flexibly to meet the requirements of the role in a professional and committed manner.

A job share may be considered for the right candidates.

## **How to Apply**

Please email [regionalcoordinator@rsvp-west.org.uk](mailto:regionalcoordinator@rsvp-west.org.uk) providing a brief CV and cover letter detailing why you are interested in this role and your relevant experience. You are welcome to contact this email address with any questions. Interested applicants are also welcome to visit in person by prior arrangement. Closing date for applications is 9:00 am on October 1<sup>st</sup>. Shortlisted candidates will be invited for interview in mid-October.

RSVP West is an Equal Opportunities Organization