



Position Title: Volunteer Development Worker

Location: Onsite – **Bingham Centre**, 31 Bingham Avenue, Edinburgh EH15 3HZ

Reports To: Line Manager / Trustee & Founder

Contract Type: Fixed term - Part Time

Start Date: Wed 7th January 2026 (funding secured)

Role Purpose

The Volunteer Development Worker will play a key role in supporting the recruitment, training, and retention of volunteers within the Starpic Project. This role ensures volunteers are effectively engaged, supported, and valued as part of the project's success.

Key Responsibilities

Volunteer Recruitment:

- Promote volunteering opportunities through local networks, social media, and community events.
- Assist in screening, interviewing, and onboarding new volunteers.

Volunteer Support & Training:

- Develop and deliver induction sessions and training workshops.
- Provide ongoing support and supervision to volunteers.
- Match volunteers to suitable roles within the project.

Volunteer Retention & Recognition:

- Create engagement strategies to maintain volunteer motivation.
- Organize volunteer appreciation events and recognition initiatives.

Administration & Reporting:

- Maintain accurate volunteer records and databases.
- Assist with monitoring and evaluation of volunteer contributions.
- Contribute to reports and funding applications related to volunteer activity.

Community Engagement:

- Represent the Starpic Project at community meetings and events.
 - Build partnerships with local organizations and volunteer networks.
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Person Specification

Essential:

- Strong interpersonal and communication skills.
- Experience in volunteer management, community development, or similar field.
- Ability to motivate and support diverse groups of people.
- Good organisational and administrative abilities.
- Commitment to equality, diversity, and inclusion.

Desirable:

- Knowledge of the local community and voluntary sector.
 - Experience working on creative or youth-focused projects.
 - Basic understanding of safeguarding and data protection principles.
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**Salary**

- £29,250 (pro rata)
- 12 hour position is £9,360 paid annually
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Hours & Commitment

- Flexible hours, approximately 12 hours per week
 - Some evening or weekend work may be required.
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Benefits

- Starpic workwear provided
 - Opportunity to develop professional skills in community engagement and volunteer management.
 - Experience within a creative and supportive project environment.
 - Access to relevant training and professional development opportunities.
 - Statutory holiday entitlement (pro rata).
 - Opportunity to be part of the Starpic family and contribute to meaningful community work.
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PVG Scheme

This post is considered Regulated Work with Vulnerable Children and/or Protected Adults under the Protection of Vulnerable Groups (Scotland) Act 2007. Where applicable (age dependent), preferred candidates will be required to join the PVG Scheme or undergo a PVG Scheme update check upon receiving a formal offer from Starpic Project.

Special Conditions

Starpic Project is committed to creating a workplace culture where all employees feel valued, included, and able to perform at their best. We recognise and welcome the benefits that a diverse workforce with different values, beliefs, experiences, and backgrounds brings to our organisation.

Approval

Prepared by: _____

Approved by: _____

Date: _____