



INTERGEN NEIGHBOURHOOD COORDINATOR ROLE

Job Purpose

To recruit older people who meet the needs of local schools and to link them with those schools

Time Involvement

- One meeting per term with your cluster steering group members.
- One social gathering per term involving all volunteers and schools in your cluster.
- One meeting per term with all other Intergen Coordinators.
- Volunteer recruitment time flexible and variable.

Tasks and Responsibilities

- Actively recruit volunteers.
- Interview volunteers in their own homes or agreed local venue.
- Take up references for volunteers
- Assist volunteers to complete CRB forms and ensure that these are sent off to be checked
- Support volunteers with their application and finding the right role for them
- Link and introduce volunteers to schools
- Be the first point of contact for volunteers
- Maintain contact records for volunteers
- Arrange transport as necessary for volunteers
- Arrange once a term social gatherings with schools, send out invitations to volunteers and schools for these
- Arrange any necessary transport for volunteers

Skills and Experience

- Able to communicate well with people
- Be patient and flexible and have a sense of humour
- Live within or near to the neighbourhood group of schools
- Have own transport
- Basic computing skills would be an advantage
- Be organised

Intergen's commitment to the Neighbourhood Coordinator

- Expenses paid and honorarium of £2000 per annum
- Training, Coordinator Handbook, mobile phone & email account
- All marketing material provided
- Help to find information about local groups and volunteer sources
- The support and facilities of the national Intergen office and colleagues
- Monthly support meetings
- Once a term meeting for all coordinators and trustees of the charity