

Volunteer Support Officer - MCVS

Function

The overall responsibility of the Volunteer Support Officer with the Malta Council for the Voluntary Sector (MCVS) is to support the Volunteer Support Manager in the implementation of achieving the strategic goals established by the MCVS programme's objectives according to the parameters established by the same MCVS. In this respect, the Volunteer Support Officer must work in an efficient and effective way to achieve the tasks delegated by the Volunteer Support Manager in support of the Volunteer Sector. The Volunteer Support Officer must maintain oneself regularly updated and conversant on documentation and issues relevant to the carrying out of one's duties.

Key Duties

The Volunteer Support Officer is responsible for the following tasks:

Specific VOs

- Provides one-to-one advice and assistance to Voluntary Organisations on issues related to capacity building, networking, and statute implementation.
- Organises and coordinates sectoral meetings on issues related to capacity building, networking, and statute implementation.
- Organises and coordinates training on issues related to capacity building, networking, and statute implementation.
- Organises and coordinates mentoring by external experts.
- Organise activities to train and attract new volunteer organisations in the funding schemes.
- Ensuring visibility of the funding schemes.
- Support in scheme development.
- Keeping statistics.
- Report writing.
- Undergo research analysis and data compilation of the schemes.

Specific YVS

- Issues, receives, and manages calls for application.
- Supports the Evaluation Committee, issues results and coordinates placements where needed.
- Carrying out on-the-spot checks and undertake on site monitoring visits when needed.
- Prepares the monthly financial workings.
- Undergoes the logistical arrangements in preparation for information meetings organised for the Scheme.
- Supporting both the Youth Volunteers and the host Voluntary Organisations, in case of difficulty, during the implementation of the Scheme.
- Maintains updated data on the Scheme.
- Creates and manages tools for the compilation of qualitative and quantitative data on the Scheme.

Specific MCVS

- Implementation of procedures relating to the *Freedom of Information Act* within MCVS.
- Assists in the compilation of internal/national/EC reports relating to the Voluntary Sector.
- Cooperates closely with other members of staff working in the office of the Commissioner for Voluntary Organisations.
- Participates in meetings organised at national and European level as required by the MCVS.
- Respects and adheres to the MCVS/Public Sector Code of Ethics and any other directives/ circulars issued by MCVS and the Commissioner for Voluntary Organisations from time to time.
- Respects deadlines as set by MCVS management.

Lines of Communication

Report to: Volunteer Support Manager