



Kernow Maternity and Neonatal Voices Partnership

Volunteer and Project Officer, Part time 15 hours per week.

£10,400 (FTE £26,000) pension scheme, 25 days annual leave pro rata

Are you interested in making a difference to Cornwall and the Isles of Scilly's maternity and neonatal services? Do you have experience of managing and working with volunteers? Do you have excellent organisation and project experience? We would love to hear from you.

About Kernow MNVP

Kernow Maternity and Neonatal Voices Partnership (MNVP) exists to ensure that maternity and neonatal care is safe, kind, compassionate and person centered. We engage with, represent and support those using maternity and neonatal services. We work alongside maternity and neonatal services to bring service user voice into the design, development and oversight of services. Keeping people at the heart of all we do ensures the care provided truly meets the needs of our whole community.

Kernow MNVP is hosted by a community interest company called [Evolving Communities](#) which specialises in delivering high quality local engagement delivery and support.

The role

Kernow MNVP is seeking a passionate and enthusiastic Volunteer and Project Officer to join our team to provide excellent project coordination and administration support and take the lead on managing our amazing team of volunteers. You will also work closely with the Kernow MNVP team to ensure we are able to deliver our complex work programme and deliverables to support the development and oversight of maternity and neonatal services. You will enable KMNVP to work accessibly with volunteers while ensuring all policies and regulations are followed. You will lead the development and recruitment of volunteers across the organisation and provide dedicated project support through coordination and administration.

Who we are looking for

- A motivated and organised individual
- Excellent knowledge of volunteering and managing volunteers
- Passionate about involving people and communities in the work of the system
- Strong communicator and passion for working directly with people and communities
- Someone who enjoys working within a small team while having a strong ability to work independently, building connections with multiple stakeholders
- Ability to manage competing demands and deadlines under pressure

What we can offer you

- A generous annual leave offer
- Excellent pension
- Flexible working

- Investment in career and personal development
- Ability to access and support to attend national and regional training and events
- A passionate, experienced and inclusive team working environment

For more information

If you would like to work with us to help shape Kernow's maternity and neonatal services to meet the needs of local people, visit our website and download our job pack.

For more information about this post and to download an application form please visit:

<https://evolvingcommunities.co.uk/vacancies/>

Closing date for applications: Midnight on Sunday 5 May 2024

Date for interviews: week commencing 13 May 2024