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## VINCENTIAN VOLUNTEERS

### Job Description -Research Assistant

#### Overall Scope and Purpose of the Job.

To produce a detailed report to the Trustees of the Vincentian Volunteers that will provide them with information and ideas on how a sustainable programme of gap year volunteering can continue, including identification of opportunities for face to face work with people with needs and residential provision allowing volunteers to live in small communities.

#### Specific Duties and Responsibilities:

To discuss with former volunteers what they gained from being a volunteer and with others who have been involved in running the programme and how they believe the project can continue in view of the loss of a full time director and the lack of available funds at many of the placements we have been using.

To look at other volunteering projects and see whether we can learn for their methods of recruitment and provision of placements that allow face to face work with people with needs.

To meet with representatives of the founding organisations (Brothers of Charity, Daughters of Charity, Vincentian Fathers, Society of St Vincent de Paul in Scotland and England & Wales) to identify any opportunities that may exist with the work they do for people with needs.

To meet with representatives from the locations that have previously been able to offer placements to Volunteers and see if we can meet their needs even better.

To evaluate the successful and less successful aspects of the residential provision we offer to current volunteers and identify alternatives

Evaluate the vocational and spiritual formation of the Volunteers and if appropriate suggest alternative approaches.

To calculate the true costs of running the programme and identify possible funding streams that may help to cover the total costs associated with the Project

Submission of Monthly reports detailing progress to the Chair of the Volunteers (Fr Fergus Kelly CM) and then meeting the Trustees and presenting the findings in time for them to make a decision about the year 2012/13 programme. The exact date is to be agreed but it needs to be around March 2012.

Carry out any other duties that may become apparent during the preparation period of this report.