



## Volunteer Coordinator

<b>Hours:</b>	25 hours per week, over 3.5 days (exact days to be agreed with line manager). Occasional evening and weekend work is required.
<b>Contract:</b>	Permanent
<b>Salary:</b>	£25,750 - £26,750 p.a. pro-rata, plus 5% pension contribution
<b>Annual Leave:</b>	25 days per year (increasing by one day per year until you reach a maximum of 30)
<b>Location:</b>	Based at Share HQ, 64 Altenburg Gardens, London, SW11 1JL, with regular working at Share Garden, Gillian Webb Memorial Grounds, Springfield University Hospital, 61 Glenburnie Rd, London SW17 7DJ and Brixton 336, 336 Brixton Road, London, SW9 7AA
<b>Closing date:</b>	07/01/2022
<b>Reporting to:</b>	Volunteer and Community Services Manager

### The role

Our volunteers are very special to us and vital to our success, and this role will play an important part maintaining and developing our existing volunteer support. You will coordinate recruitment, training, support, and recognitions and rewards activities, ensuring volunteers have an excellent experience with Share. You will work across teams, coordinating volunteer activities, and ensuring volunteer skills and motivations are matched appropriately and in a timely manner with the needs of the organisation. You will work with the Volunteer and Community Services Manager to develop the volunteer journey, identifying opportunities for growth. You will apply safer recruitment practices and ensure volunteers are appropriately recruited, trained and supported at all times.

### Who we are looking for

Our ideal candidate will have experience of coordinating volunteers, supporting the recruitment and volunteer journey. You will be a proactive, well organised, and creative person, with good attention to detail. You will have a strong commitment to the inclusion of disabled people in all aspects of life and be passionate about working with volunteers. You will have a good understanding of diversity and inclusion and be able to apply principles to ensure we recruit and retain a diverse pool of volunteers that represent the communities we work in. You will be flexible, able to follow instructions whilst being able to use your initiative to problem solve and think on your feet.

### About us

At Share, we are passionate about supporting disabled people to set their own goals for learning and life, and then helping them to achieve their aspirations. The majority of our students are people with learning disabilities and/or autism. We offer a range of training, employment, personal development, and leisure opportunities. Our focus is on social and economic inclusion of disabled people in the community through supporting them to be more independent, have better health and wellbeing, and move towards employment.

### Job Description

- Plan and deliver recruitment campaigns to attract and retain volunteers, including promoting opportunities, attending events, and identifying ways to recruit under-represented groups
- Coordinate Share's volunteer enquiries and onboarding process including applications, interviews, taster days, DBS and references
- Develop and maintain good relationships with universities, volunteer centres and community groups to attract and recruit a diverse pool of volunteers
- Support the coordination and delivery of volunteer induction training, including maintaining links with external training providers

- Keep in regular communication with volunteers to make sure they feel supported and fulfilled in their roles - helping to maximise retention and recognition
- Develop and maintain volunteer resources; such as online volunteer webpages, volunteer handbooks and produce case studies to demonstrate the impact of our work
- Liaise with tutors, facilitators and project staff to ensure Share's needs are met and volunteers receive ongoing support in their roles
- Coordinate regular reward and recognitions, including socials, thank you cards and coordinating National Volunteer Week activities
- Maintain accurate records using our database (CiviCRM) and complete volunteer related admin tasks such as volunteer expenses claims
- Work closely with the Volunteer and Community Services Manager and Community and Events Fundraiser to identify other ways volunteers can support Share
- Support the delivery of volunteer activities on our befriending service
- Work with an understanding of issues relating to volunteer best practice, diversity and inclusion, lone working, GDPR, data protection, and safeguarding, adhering to Share's policies and procedures
- Maintain student and volunteer confidentiality throughout and adhere to Share's policies on data protection
- To undertake any training that may be required in order to fulfil the role as effectively as possible
- To attend and take part in Share staff meetings, supervisions, organisational events and external events as required
- To undertake any other tasks and on-call duties as may reasonably be required

### **Person Specification**

**Please use the Supporting Statement on the application form to tell us how you meet this specification, giving examples.**

#### **Essential experience**

- Experience of recruiting volunteers in a similar role
- Experience of motivating and supporting volunteers to achieve a desired outcome
- Experience of organising and delivering events and/or training
- Excellent time management and organisational skills with the ability to prioritise and plan your workload whilst maintaining excellent attention to detail
- Experience and enjoyment of working in busy and varied people-facing role
- Able to demonstrate personal flexibility, working in a way that is adaptable, reliable, and focused on the needs of the task at hand
- Good ICT skills and competence in the use of Microsoft Office, databases and mobile technology
- An understanding of what helps disabled people to become fully socially included, and a deep sense of justice and commitment to equality for all and belief that everyone has something to offer others
- A strong team-player with a collaborative approach to work and who enjoys working with others
- Good written and verbal communications skills and the ability to build good working relationships with volunteers, staff, service users, families/carers, and external partners
- Able to solve problems creatively, explore options and manage demanding or tricky situations
- Knowledge of the requirements of safer recruitment practices within volunteering
- An understanding of Equal Opportunities and how it applies to the work of a voluntary organisation

#### **Desirable**

- An understanding of the volunteering landscape within London
- Experience of coordinating and delivering volunteer training and/or volunteer activities/projects

#### **How to apply**

Please complete our application form and equal opportunities form which can be downloaded here:

<https://www.sharecommunity.org.uk/jobs/volunteer-coordinator>. Please return both by **07/01/2022 at 4pm** to [hadmin@sharecommunity.org.uk](mailto:hadmin@sharecommunity.org.uk).

If you would like to have chat about the role or visit us prior to applying, please contact Valentino Ferro on [valentinfof@sharecommunity.org.uk](mailto:valentinfof@sharecommunity.org.uk) or on 0207 801 9829.

We focus on ability and believe people work best when they feel valued, safe and happy. We do all that we can to make sure that Share is friendly and welcoming to everyone.

**This job is subject to two satisfactory references, evidence of qualifications, an enhanced DBS check and providing evidence of right to work in the UK. If you have a disability and would like to discuss other ways of submitting your application, please call Valentino on 0207 801 9829.**

Our privacy policy for job applicants can be found here: <https://www.sharecommunity.org.uk/privacy-policy-job-applicants>

We look forward to receiving your application.

