**HOOLE COMMUNITY CENTRE**

**VOLUNTEER COORDINATOR**

Hoole Community Development Trust is a registered charity that manages the Hoole Community Centre in Chester. We are dedicated to promoting community spirit, inclusion and engagement and we offer a wide range of activities to improve well-being and enrich the lives of our diverse community. We are looking for a passionate Volunteer Coordinator to further enhance our successful volunteering programme.

JOB TITLE: Volunteer Coordinator

### REPORTING TO: The Centre Manager

JOB PURPOSE:

The position contributes to bringing together a wide range of local volunteers, including people who are disabled and/or socially isolated, by providing a range of activities which they can both participate in and contribute to, mainly centred on the Centre’s café and social events.

The volunteer co-ordinator manages all elements of volunteering in the Centre and is responsible for the recruitment, placement, training and retention of volunteers. This will involve finding, encouraging, inspiring and supporting a wide range of members of the local community to get involved in the Centre’s activities. The role may also occasionally involve liaising with other staff to assist in developing new activities and applying for relevant funding.

The volunteer co-ordinator will liaise with the Centre Manager, Café Manager and Events Manager to manage the existing volunteer programme and to review additional volunteering opportunities within the Centre. S/he must also be committed to helping volunteers to find an activity that suits their interests, skills and availability, to work with each volunteer to enhance their experience and to contribute to their personal development.

MAIN RESPONSIBILITIES

1. Developing and maintaining the Trust’s volunteering policy and supporting procedures.
2. Identifying appropriate volunteering opportunities based on the needs of the Trust.
3. Recruiting volunteers and ensuring that they are appropriately matched and trained for a position.
4. Promoting volunteering through recruitment and publicity strategies and campaigns.
5. Arranging induction and on-going training as required.
6. Organising volunteer rotas, working alongside, monitoring, supporting and motivating volunteers.
7. Managing relevant budgets and resources, including the reimbursement of expenses.
8. Maintaining relevant data regarding the volunteer programme, including hours worked, vacancies and performance and produce relevant reports.
9. Investigating potential new programmes or activities at the Centre that would benefit the local community and provide new volunteering opportunities.
10. Investigating relevant grant sources that might support either volunteering activities or the volunteer co-ordinator role itself and to make grant applications as directed.

SKILLS REQUIRED

1. Good management skills
2. Positive, enthusiastic attitude
3. Good communication and inter-personal skills
4. Empathy with the goals and objectives of the Trust
5. Good networking and socialising skills
6. Basic IT skills, including MSWord & Excel

SALARY RANGE: £23,000 - £24,250 per annum, pro rata, with an annual performance review.

PERIOD OF EMPLOYMENT: This appointment will be for an initial period of 12 months and renewable thereafter, depending on funding.

HOURS OF WORK**:** The core hours of work will be 12 hours per week, usually over 3 mornings, though some additional hours may occasionally need to be worked at peak times. Some flexibility will also be required for occasional evening or weekend working.

HOLIDAY ENTITLEMENT: You will be entitled to 23 days holiday, pro rata, plus normal bank holidays.

SICK PAY: You will be entitled to statutory sick pay.

rjh:30/10/2024