

Job Description

Job title:	Volunteer Coordinator
Hours of work:	10hrs/week (some flexibility as to days and times) Possibility of extra regular hours if able to take on additional responsibilities depending on skills and experience
Responsible to:	Services Delivery and Development Manager

Charity and job summary

Woking Mind is here to make sure that no adult in Woking and across Surrey has to suffer from a mental illness alone. Woking Mind is affiliated to national Mind through an agreement which requires the charity to meet specified quality standards and share the same goals. Woking Mind however exists as an independent charity and receive no funding from them.

We are now going through a transformational phase of development. You will therefore be joining a rapidly expanding and exciting environment. We are already supported by many volunteers but plan to make them an even more important part of the charity in 2020. We are committed to providing first class support and training to our volunteers.

Reporting into the Services Delivery and Development Manager, the Volunteer Co-ordinator will be responsible for supporting volunteers across all areas of the charity. This is a new post to support our expansion programme and will require someone who can multi-task in a varied environment and be proactive especially during busy periods. Attention to detail and strong organisational skills are essential as is experience in a similar role.

As a growing business, you will be given on the job training and on-going mentoring in a close knit, supportive environment. The administrator will work closely alongside the Senior Team, to support them as required. The post holder may also be required to cover for other staff roles in their planned absence. The office base will be in Woking, but travel to other local venues may on occasion be required. Much of the work could be home-based.

Depending on skills and experience, and if desired, it may be possible to add extra responsibilities in different areas (such as fundraising, data management, training co-ordination)

Key duties and responsibilities

- Involvement in the recruitment of new volunteers
- Ensuring clear communication and support channels for existing volunteers
- Identifying training opportunities and co-ordinating them effectively
- Management of volunteer data and personnel files
- Involvement in creating and advertising new volunteering opportunities
- Arranging cover for activities, events and support groups

Person specification of a successful candidate

- Excellent organisation and administration skills
- Excellent interpersonal skills
- Willingness to work occasional evenings and weekends as necessary
- Enhanced DBS certificate will be required
- Some experience in training/development within a team
- Knowledge of Microsoft office and willingness to learn new programmes as necessary
- Excellent time management skills
- A passion for volunteering (desirable)