

Part Time Volunteer Coordinator

VACANCIES

Part time Volunteer Coordinator

We are recruiting for a part-time (15 hours per week) Volunteer Coordinator to engage and support our team of amazing volunteers. We are looking for a warm, organised and driven 'people person' who finds great joy in connecting with others and has a passion for helping in our community. You'll have experience of face-to-face engagement in community groups and coordinating activities.

Location: London W3 (no hybrid working with this post)

Hours: 15 per week (days and times to be agreed, we are flexible in the days Mon-Friday working week)

Our Mission: Is to provide advice and support for those who need shelter and hope.

Through our lived values: Advice, Support and Hope.

A little bit about us: we are Acton Homeless Concern - a local charity based in Acton West London, with two drop-in day centres providing basic needs services and advice and support for homeless and other disadvantaged people. All the free services provided by Acton Homeless Concern are in two locations, both within walking distance of each other. Our centres are run by employed colleagues and supported by our amazing community of volunteers.

Job Description:

Job Title:	Volunteer Coordinator
Salary:	£15 per hour
Hours:	15 per week, flexibility with days and hours may be made available dependent upon experience and effectiveness in the post.
Contract type:	Permanent
Location:	Acton Homeless Concern 1 Berrymead Gardens Acton, London W3 8AA Registered Charity Number: 1058819
Reports to:	Centres Manager

The purpose of the role: To deliver a Volunteer Programme of exceptional quality for the volunteers of Acton Homeless Concern, who support the most disadvantaged people in our local community. This is a fantastic new opportunity, and in this post you will benefit from working with our team of employed colleagues as well as the proactive, positive, passionate volunteers who know that together we all make a difference, in our lived values, to give advice, hope and support.

Main responsibilities: To engage and support the retention of potential and existing volunteers at Acton Homeless Concern.

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Ensure the Volunteer Policy and Processes are understood and followed.
Ensure the established Volunteer Programme is fully enacted.
Directly recruit and support volunteer recruitment efforts as requested by Centres Manager
Induct new volunteers to the charity.
Complete volunteer paperwork and input volunteer data.
Maintain positive communications with all volunteers
Coordinate volunteer help with unexpected tasks or activities.
Coordinate group volunteer days as required.
Keep records of volunteer hours and provide monthly updates to Centres Manager.
Develop effective volunteer recruitment networks.
Be a source of support for all volunteers, so they feel genuinely appreciated.
Other duties as required, to support the smooth running of the charity.

Note: All other ad hoc tasks will be based on the post holder's skills and abilities.

Person Specification: We are seeking a warm, organised and driven 'people person' who finds great joy in connecting with people who share our passion for helping people in our community, and can effectively inspire others.

You are enthusiastic, positive, kind, and a good listener. You have a strong ability to effectively engage people of all ages and backgrounds, and are fully confident with asking for volunteers for help and delegating tasks.

Experience: Able to demonstrate how to successfully recruit and coordinate volunteer activities is strongly desirable and at least one years' experience of face-to-face engagement of community groups is strongly desired.

Skills and knowledge: Exceptional communication skills in person, by phone and email with understanding and knowledge of General Data Protection Regulations and how to implement it in practice.

Skilled in Microsoft Office Powerpoint, Excel and Word.

Strong administration skills with willingness to use a database.

Able to manage your own workload to maximise your effectiveness and efficiency.

To apply for this great opportunity, please send your CV to us at:

admin@actonhomelessconcern.org

Closing date: 20 April 2025

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