

Job Title: Volunteer Coordinator

Salary: £20,800- pro rata,

Working pattern: 6 hours per week. Will involve working weekends, and some evenings.

Annual Leave: 20 days pro rata.

Reporting to: The Centre Manager

The Mill is Walthamstow's living room, it's available for residents to drop in and read the papers, view our art exhibitions, join a group or activity, or use our play room. The Mill is run by local volunteers for the local community and is open to the public 6 days a week. We are looking for a Volunteer Coordinator to develop and manage our Volunteer programme.

Key skills

1. Strong, wide ranging, experience of developing and managing volunteers.
2. Able to recruit and retain volunteers from a diverse community to meet the needs of the Mill.
3. Ability to communicate effectively and sensitively with a wide range of people of varying ages and cultures.
3. Able to induct new volunteers, and run an induction programme.
4. Able to work closely with the Mill staff and team leaders to identify skills gaps and needs for volunteers, and then recruit those volunteers.
5. Able to work on your own initiative, without supervision and manage a public space.
6. Experience of working with volunteers to help you run an organisation, from reception volunteers to trustees and consultants,
7. Experience of understanding safeguarding, and implementing safeguarding procedures.
8. Able to maintain an effective volunteer database and administrative system.
9. Able to maintain the Mill's volunteer accreditation programme, and keep the Mill informed of any volunteering legislation.
11. Able to adhere to The Mill's vision, constitution and policies

Principal areas of responsibility

- To promote volunteering at the Mill, being the main point of contact for volunteers, and potential recruits
- To meet each potential and new volunteer, to assess their skills, interest and area where they could be most effective.
- To recruit and induct new volunteers to the Mill, assessing the best role for each volunteer, making sure that each volunteer is aware of the Mill's objectives, the Mill's User Charter and Volunteer Policy.
- Continue accreditation with Greater London Volunteering, and developing the Mill's Volunteering Policy.
- To arrange training events for volunteers, such as first aid, safeguarding and health and safety.
- To create and maintain an effective Volunteer Database, using data in line with confidentiality requirements, both to maintain contact information and to evaluate the Mill's volunteer programme.
- Motivate and connect volunteers, holding regular meetings with volunteers and sending out email updates.
- To provide occasional reception cover. To open up or close the building, undertaking all security measures as required dependent on staff rota.

Person specification

Experience in developing and managing volunteers
Experience in recruiting and inducting volunteers
Good organisational skills and time management skills
Experience in understanding safeguarding
Good communication and interpersonal skills with diverse community
Able to work on own initiative, without supervision
maintaining databases

Desirable Skills

Reception/front of house experience
Experience of locking and opening up premises
Experience of working with public, diverse user group
Experience of Google Drive