



Easter Team Job Description

- Job Title:** Volunteer Co-ordinator
- Reporting to:** Operations Manager
- Job Purpose:** To support the Operations Manager with the recruitment, training and scheduling of volunteers who support the work of the Easter Team, deputising in their absence.

Areas of responsibility

1. Recruitment

- 1.1. Support the Operations Manager with the volunteer recruitment process, including reviewing and processing applications and arranging interviews
- 1.2. Take up references for volunteers and monitor responses.
- 1.3. Provide support and arrange induction training of new volunteers

2. Volunteer Co-ordination

- 2.1. Maintain a register of volunteers and liaise with partner organisations when volunteering opportunities arise
- 2.2. Plan for and compile weekly/monthly volunteer rotas to ensure appropriate level of cover is maintained and make arrangements to cover absences as and when they occur
- 2.3. Support the team by covering volunteer activity as and when required to cover gaps and maintain full understanding of our service offer and client journey
- 2.4. Arrange volunteer events as and when required
- 2.5. To deputise for Operations Manager when needed

3. Administration

- 3.1. Support the Operations Manager in maintaining digital records and DropBox account

Terms & Conditions

Normal working hours: 6 hours per week ordinarily on a Monday, with the flexibility to work additional hours when needed and approved by the board of trustees.

Location: to be based at the Easter Team Hub, with occasional requirement to work from the warehouse.

Salary: £11ph

Annual leave: 5.6 weeks annual leave equates to 33.6hours of annual leave based on 6 hrs pw.

All reasonable expenses will be reimbursed. Business mileage will be reimbursed at the current HMRC recommended mileage rate.

Appointment will be subject to a satisfactory enhanced DBS disclosure and references and satisfactory completion of a probationary period, initially of 6 months. Notice period of 1 week during probation rising to 4 weeks after the probationary period.

The Easter Team

A CRAWLEY FOOD BANK PARTNER

Person Specification

Volunteer Co-ordinator

Qualifications & Training (Measured through CV/Application Form)	
Essential	Desirable
<ul style="list-style-type: none"> Good general education 	
Knowledge & Experience (Measured through CV/Application Form and behavioural interview)	
Essential	Desirable
<ul style="list-style-type: none"> Experience of working or volunteering in a not for profit or charity organisation 	<ul style="list-style-type: none"> Experience of co-ordinating volunteers in foodbank or similar food service provision Experience of recruiting and training volunteers
Skills and Abilities (Measured through application form, personal statement and behavioural interview)	
Essential	Desirable
<ul style="list-style-type: none"> Office administration skills, particularly in safe and secure storage of sensitive client data IT literate with knowledge of working with excel Good verbal and written communication skills 	<ul style="list-style-type: none"> Knowledge and experience of Database systems
Personal Qualities/Competencies (Measured through behavioural interview)	
Essential	Desirable
<ul style="list-style-type: none"> A committed Christian who shares the values of the organisation Non-Judgemental Team player who works collaboratively with others Ability to maintain confidentiality 	