***Volunteer Co-Ordinator***

***Job title:*** Bristol Women’s Voice Volunteer Coordinator

***Based at:*** Brunswick Square, BS2 8PE with possibility of remote working across the city

***Hours:*** 18.75 hours per week. The pattern of working will be flexible with agreement with the Chair of Board of Trustees. Some weekend and evening working will be required

***Holiday:*** 20 days plus bank holidays (pro rata)

***Pay:*** Pro rata of £21,000 FTE = plus contributory pension

***The post is a 4 year fixed term position subject to the successful completion of a 6 month probationary period.***

***Job description:***

* To recruit, train and retain volunteers for BWV to work on our various projects.
* To engage women from across the city to actively participate in, and support the work of BWV - in particular from underrepresented groups, including women experiencing social or economic vulnerability.
* To recruit women across the city who have experienced maternity discrimination to, in turn, identify other women with similar experiences to share information and support.
* Identify and support opportunities for BWV to bid for further small funds**.**
* Facilitate effective communication between staff and volunteers to ensure smooth running of projects.
* Provide leadership and carry out management of activities (such as resourcing, day to day advice and support) to volunteers to enable projects to meet objectives.
* Liaise with employers and external agencies and promote the volunteer service and aims of the charity.
* Develop and maintain positive working relationships with other relevant professionals/organisations.
* Maintain and manage appropriate records of volunteers.nd volunteers to ensure smooth running of the pr.
* Complete regular and timely reports in standard format as required.
* Contribute positively to team meetings, team working and implementing organisational priorities and objectives.
* Ensure all work is carried out in a safe manner and the Health and Safety policy is adhered to.
* Undertake such other duties as may be required from time to time which fall within the reasonable remit of the post.
* The job description does not describe a comprehensive list of duties, rather a broader range of accountabilities and performance indicators. The role profile is subject to review and change.
* This post will require an Enhanced Disclosure and Barring Service check.

***Volunteer Co-Ordinator***

***Person specification***

|  |  |
| --- | --- |
| ***Experience*** | Demonstrable experience of recruiting, training and supervising volunteers with experience of delivering a variety of induction and training packages. |
|  Proven track record of engaging and working with equalities and hard to reach communities. |
| Effective group facilitator who is confident presenting to groups. |
| ***Skills, abilities and personal attributes*** | Excellent listening skills. |
| Clear verbal and written skills. |
| Ability to work alone and effectively manage own time. Evidence of working to deadlines. |
| Produce written reports and keep appropriate records. |
| Ability to source and support funding applications for small grants. |
| Excellent IT skills, including using the full Microsoft package, social media and Wordpress website.  |
| Evidence of professional development |
| Ability to negotiate and work collaboratively with other services and employers. |
| ***Education/ training*** | Willingness to undertake further training as required. |
| ***Other requirements*** | Able to work flexible and (occasionally) unsociable hours. |
| Commitment to work within the principles of the confidentiality, health, safety and equalities policies. |