



Volunteer and Training Co-Ordinator Job Description

- Job title:** Volunteer and Training Coordinator
- Based at:** The Vassall Centre, Fishponds, but flexible as per guidance or employee need
- Hours:** 22.5 hours per week. Can be worked flexibly across the week
- Holiday:** 20 days (pro rata) plus bank holidays (pro rata)
- Pay:** £24,000 pro rata
- Length of Contract:** This is a two-year fixed term appointment in the first instance, with the potential for extension
- Reports to:** Director
- Responsible for:** Direct line management for the volunteers and interns
- This post will require an Enhanced Disclosure and Barring Service check.*

Key responsibilities

This role is responsible for recruiting, supporting and maintaining the engagement of women who volunteer for Bristol Women's Voice or engage in our projects.

The Volunteer and Training Coordinator will take a leading role in delivering our International Women's Day Programme at City Hall, which is delivered by a wide range of volunteers.

She will also work closely with the Director to develop and deliver training programmes for a range of stakeholders including volunteers.

Job description:

Volunteering

- Recruit, manage and maintain engagement of volunteers, paid internships and student placements.
- Engage women from across the city from underrepresented groups, including women experiencing social or economic vulnerability, to actively participate in and support the work of BWV.
- Develop and monitor work, training and development plans for volunteers and interns so they have clear objectives and opportunities for development.
- Coordinate activities supporting the delivery of International Women's Day.

Training

- Ensure that all new volunteers have an inclusive and thorough induction into the work and values of BWV.
- Assess the development needs of women wishing to volunteer/work for different BWV projects and source and/or (in collaboration with BWV staff), design/deliver training to meet these needs,¹ keeping accurate records that identify needs and gaps.
- Work with the Director to design/deliver training for external agencies where required.²

General

- 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, universities and external agencies and promote the volunteer service and aims of the charity.
- Develop and maintain positive working relationships with other relevant professionals and organisations.
- Complete regular and timely reports in standard format as required for funders or the Board of Trustees.
- Contribute positively to team meetings, team working and implementing organisational priorities and objectives.
- Undertake such other duties as may be required from time to time which fall within the reasonable remit of the post.

¹ Examples might include training on: introduction to feminism; telling your story in a safe way, for women wishing to use their lived experience to support campaigns for change; basic campaigning skills, feminist governance; etc.

² Examples include: sexual harassment or misogyny training.

Volunteer and Training Co-Ordinator Person Specification

Experience can be demonstrated from employment or volunteering

Skills and experience	Essential	Non-essential
Demonstrable experience of recruiting, training and supervising volunteers	X	
Demonstrable experience of delivering training to a variety of audiences	X	
Experience of designing training		X
Experience organising community events	X	
Proven track-record of engaging and working with equalities and hard to reach communities.	X	
Demonstrable experience of engaging stakeholders		X
Skills, abilities and personal attributes	X	
Excellent communication skills, written and verbal.		
Ability to work autonomously and deliver outputs.	.x	
Ability to produce written reports and keep appropriate records	X	
Ability to source and support funding applications for small grants		X
Excellent IT skills, including using the full Microsoft package		X
Ability to negotiate and work collaboratively with other services and employers	X	
Understanding of and commitment to feminism, equality and diversity, and anti-oppressive practice	X	
Proactive and able to respond flexibly to changing priorities, and to set and work to competing deadlines	X	

We particularly encourage applications from under-represented groups, especially women from Black and minoritised backgrounds and women from lower socioeconomic backgrounds.

Bristol Women's Voice will interview all disabled candidates who meet the essential criteria for this role.

Availability for work on the Saturday nearest International Women's Day: 8th March