

# Volunteer Coordinator

## Volunteering with People to Places

Giving your free time to support others is one of the most satisfying and rewarding acts of kindness. Our charity relies daily on the support and dedication from our volunteers and the time they commit to helping others. If you find yourself with some spare time, anything from a couple of hours occasionally to a regular day of the week, and you would like to support your local charity, contact us today!

## What will you do?

### Recruitment and succession planning

- complete an induction to People to Places and any training relevant for your role
- organise and plan regular marketing and recruitment events to maintain a strong volunteer team from a range of backgrounds
- work with the CEO, Operations Manager, HR Officer and Marketing & Impact Coordinator to plan effectively for future growth
- coordinate the volunteer recruitment process including corresponding with applicants and arranging interviews
- help to identify which recruitment methods have been successful and why
- develop and maintain a range of materials to promote volunteering opportunities including using local press, radio, social media, People to Places website

### Volunteer support

- build positive relationships with new and existing volunteers
- maintain regular contact to offer support, guidance and practical advice to help volunteers in their role(s)
- to actively support management with the induction and continuous development of volunteers
- help volunteers to reflect on their experiences and feedback to management
- generate a monthly newsletter to be circulated to all volunteers and paid staff
- organise an annual event for National Volunteer Week
- contribute to the development and monitoring of the business plan

## What's in it for you?

- make a real difference to people's lives, including to people who go on to volunteer, and to clients who receive a service from volunteers
- learn about different volunteer roles and the experiences of volunteers
- build on valuable skills such as communication, listening, advertising and recruiting
- increase your employability
- work with a range of different people, independently and in a team
- have a positive impact in your community

## What do you need to have?

You don't need specific qualifications or skills but you'll need to:

- be friendly and approachable
- be able to motivate fellow volunteers and develop positive relationships with a diverse range of people
- be non-judgmental and respect views, values and cultures that are different to your own
- have excellent verbal and written communication skills
- have experience of recruitment possibly including recruitment events
- have good IT skills
- be willing to learn about and follow the aims, principles and policies of People to Places including confidentiality and data protection
- be willing to undertake training in your role

## How much time do you need to give?

We require a minimum of 10 - 15 hours per week.

## Valuing inclusion

Our aim is that our workforce will be truly representative of all sections of society and each employee and volunteer feels respected and able to give of their best.

Selection for employment, promotion, training or any other benefit is on the basis of aptitude and ability. All employees and volunteers are helped and encouraged to develop to their full potential.

People to Places aspire to:

- Create an environment in which individual differences and the contributions of all are recognised and valued
- Promote equality and value diversity in the workplace environment
- Make training, development and progression opportunities available to the workforce
- Ensure that every employee/volunteer is entitled to a working environment that is respectful of individual beliefs

We welcome applications from all areas of the community who would like to join us in our mission to deliver independence and tackle isolation in Windsor and Maidenhead. If you would like to sign up, click [here](#) or visit our [website](#) to find out more about us.

## Contact details

If you are interested in becoming a Volunteer Coordinator and would like to discuss flexibility around location, time, 'what you will do' and how we can support you please contact Peter Haley, Chief Executive Office at People to Places via email

[PHaley@people2places.org.uk](mailto:PHaley@people2places.org.uk)