



## *JOB DESCRIPTION* | **VOLUNTEER COORDINATOR**

1. **Job title:** Volunteer Coordinator
2. **Department:** Fundraising
3. **Responsible to:** Fundraising and Marketing Manager & CEO
4. **Purpose:**

Our dedicated volunteers play a fundamental role in our continued success, they are at the heart of everything we do, from organising events to taking on one of our exciting challenges, right through to supporting our social media and admin teams, and so we want to ensure that they are valued and motivated.

This team of heroes needs recruiting, training and coordination. You will work with line managers to support, train and the development of volunteer recruitment, management & retention, and maintain accurate data for management of volunteers

The role involves building great relationships with, and between, volunteers, managing our processes and developing new opportunities to volunteer. The role will allow you to bring your own flavour and exciting ideas to create a vision that works for us all.

**Must be flexible with willingness to work weekends, evenings and during campaign periods.**

### 5. **Main tasks**

- Review and develop a robust plan for the volunteer programme.
- Review and implement a robust recruitment and vetting process
- Design a volunteering scheme designed to help volunteers reach their potential and get involved in exciting new opportunities
- Produce a Volunteer/Fundraising Pack
- Organise regular social activities for volunteers to create engagement and empowerment.
- Produce a campaign drive for recruitment
- Have 3 mini events organised by volunteers



## PERSON SPECIFICATION | FUNDRAISING OFFICER

(E)= Essential

(D) = Desirable

### Qualification & Training

- A University degree (D)

### Experience

- Proven experience in an office and or admin position . (E)
- Experience of planning and managing successful projects or experience of working in a customer/volunteer-focused environment. (E)
- Budgeting experience (D)

### Skills

- Excellent administrative, organisational and presentation skills (E)
- Excellent written and oral communication (E)
- Excellent time management skills (E)
- Proficient in the use of Microsoft Office (E)
- Good knowledge of ICT (E)
- Good interpersonal skills (E)

### Knowledge

- Good knowledge of public and private sector funding sources, structures and organisations. (D)
- Good knowledge of the UK Muslim community (D)

### Ability

- Ability to work under pressure to agreed deadlines and adapt to change (E)
- Ability to work effectively within a team environment (E)
- Ability to prioritise workload and work on own initiative ((E)
- Confident public speaker (E)
- Understanding of the voluntary sector (D)
- Ability to communicate in Arabic/Urdu/Punjabi/Bengali. (D)
- Ability to work unsociable hours during peak campaigns. (D)

### Other

- UK driving license (D)