



## JOB DESCRIPTION | Senior Volunteer Coordinator | MUNTADA AID

<b>Job title:</b>	Senior Volunteer Coordinator		
<b>Salary:</b>	£22,000 – £25,000 Per annum (Depending on experience)	<b>Location:</b>	Parsons Green, London SW6
<b>Responsible to:</b>	CEO	<b>Responsible for:</b>	-Volunteer Coordinator -Volunteers
<b>Contract:</b>	- Full Time 40 hours per week; - Monday to Friday	<b>Start Date:</b>	Immediate start
<b>Date Job Posted:</b>	03 October 2018	<b>Application Deadline:</b>	N/a

### 1. The Role

Volunteers play a critical role in raising vital funds and awareness which supports and enables Muntada Aid to achieve its vision. Muntada Aid has an incredible group of volunteers, and we are looking to recruit a Volunteer Coordinator at an exciting time in the growth of the charity.

The Volunteer Coordinator will influence, shape and lead the development and implementation of MA's volunteering strategy and operational plans. The successful candidate will be able to provide strong leadership and strategic direction across the charity, and have proven experience on building a robust framework for recruiting, supporting, engaging, rewarding, and retaining volunteers. Working with all functions across the charity, the Volunteer Coordinator will be responsible and accountable for enhancing the volunteer experience and increasing the reach and impact of volunteers.

### 2. Main tasks<sup>1</sup>

- Lead, develop and implement a comprehensive volunteering strategy and operational plans which support ambitious growth in volunteering numbers and activities across the charity
- Establish a volunteer framework by developing and implementing robust policies, processes and practices which cover the whole volunteer lifecycle from recruitment, induction, training, development and reward
- Ensure all volunteer practices, policies and procedures comply with the relevant regulations and legislation
- Promote a positive culture of engagement, that values, embeds and promotes the work of volunteers both internally and externally
- Ensure the charity assesses and manages risks associated with volunteering, liaising as appropriate with colleagues in HR and Compliance



## PERSON SPECIFICATION | Senior Volunteer Coordinator | MUNTADA AID

<b>1.</b>	<b>Qualifications and Training</b>	
a.	A UK University degree	Desirable
<b>2.</b>	<b>Skills and Experience</b>	
a.	Significant experience working in similar role	Essential
c.	Proficiency in the use of computers; Microsoft Office Suits;	Essential
d.	Proven ability to lead, and give direction to staff (and volunteers) through delegation of authority and tasks, and effective performance management	Essential
e.	Excellent communications skills –written and verbal	Essential
f.	Good understanding of the principles and best practice of successful volunteering including recruitment, retention, recognition and management	Essential
g.	Experience of evaluating volunteer activities and projects.	Essential
h.	Courteous, friendly and tactful. Establishes rapport easily	Essential
i.	Professional when dealing with Senior Staff, Fellows, alumni, donors, colleagues and students	Essential
j.	Good judgment about when to use initiative and when to consult	Essential
<b>5.</b>	<b>Ability</b>	
a.	To work in a systematic and methodical manner	Essential
b.	To adapt quickly to changing deadlines and priorities	Essential
d.	To work effectively within a team environment	Essential
e.	To work unsociable hours during peak campaigns	Essential
f.	Self-motivated and able to carry out repetitive work	Essential
g.	Forward thinker with the ability to think outside the box	Essential
<b>6.</b>	<b>Commitment and understanding</b>	
a.	Understanding of the Islamic faith.	Essential
b.	Commitment to the charity sector.	Desirable



## How to Apply

Please apply before the closing date by sending your CV and covering letter via email to [hr@muntadaaid.org](mailto:hr@muntadaaid.org)

**Note:** if you do not hear back from us within 4 weeks please assume that your application has not been successful.

<sup>1</sup> Duties are not limited only to the above-mentioned accountabilities; he/she may perform other duties as assigned, relative to the specified discipline.