

Volunteer Co-ordinator – Job description and Person specification

Friends of Hardie Park is a Community Interest Company established in 2009 which is run by local volunteer Directors for the purpose of improving the public park known as Hardie Park in Stanford-le-Hope.

They have raised and attracted funds in excess of £40,000 towards improvements and have the following projects in progress:

- Establishment of a building to be run as a community centre with Café, toilet and training facilities.
- Building of a brand new concrete skate park.
- Undertaking the maintenance and management of the park in cooperation

The company needs to recruit a Volunteer Co-ordinator to help take the projects through the next stages of success and are looking for a self-motivated, passionate hard-working individual who can create robust volunteer recruitment, training and reward/recognition processes.

The role will involve the following activity:

- Marketing volunteer opportunities
- Recruiting volunteers in a variety of roles
- Overseeing the DBS process
- Co-ordinating induction and training as necessary
- Creating peer-support networks for volunteers
- Supporting skills development of volunteers
- Helping other management to resolve any volunteer issues
- Promoting the work of the Company
- Creating processes to support the recruitment, training and retention of volunteers and recognition of volunteer their contribution.
- Reporting to the Company Directors at regular meetings.

This role is voluntary unpaid and will require a commitment of approximately 6 hours per week.

The Company are working towards creating a part-time paid position which will incorporate other marketing and administrative activities and the successful candidate will be well placed to apply.

The successful applicant will need to demonstrate the following:

- A good level of education
- IT literacy, especially Microsoft Office products
- Excellent interpersonal skills especially patient, kind and supportive
- Excellent communication skills, by telephone, written and verbal
- A desire to support the development of volunteers in the community

Applications are invited up to and including Friday 19th June 2015.

Interviews will be informal and arranged to suit the applicant.

