



Volunteer Coordinator

Hours:	4 days, 8:30am – 1:30pm
Contract:	1-year fixed term
Salary:	Scale 6, pt 18 FTE £27,344
Reporting to:	Deputy CEO
Location:	Centre-based (Manchester M3)

Purpose of the role:

To coordinate an accessible, vibrant and diverse volunteer programme; an essential part of the wider team, including developing an induction session, training plan and providing ongoing, on-the-job support.

Our Agreed Behaviours & A Little About Us

We live our values and act within our agreed behaviours, which we coproduced as a team. We provide a warm welcome, an opportunity to belong, a place to find purpose & to thrive.

Our programme includes volunteering, creative projects and sports, as well as training and help to gain employment. We also support people to access emergency accommodation, to secure and maintain a permanent home & to access any services they may need to support them in their lives.

The Booth Centre is an award-winning community run in partnership with people affected by homelessness. We provide a warm welcome, an opportunity to belong, to find purpose and to affect systems change across the city. Our programme includes activities such as volunteering, creative projects and sports, training and help to gain employment. We also support people to improve health and wellbeing, to access emergency accommodation, and to secure and maintain a permanent home. We are recognised nationally as a beacon of good practice and have delivered good practice workshops, training and guidelines on ways of working in partnership, which have been implemented across many services in the sector.

The Centre is a safe, welcoming place, where everyone is included, respected, heard and empowered; we are a community.

Agreed Behaviours:	Compassion	Dedication	Integrity	Respect	Kindness
	Sense of Fun	Supportive	Cheerleading for one another	Openness	Non-judgemental



Job Description

Main Tasks to include:

Role specific tasks:

- Recruit & work on retention of the Community Volunteer Team
- Promotion of the Centre and volunteering opportunities to external agencies & members of the public through forums, stalls & presentations
- Work closely with the Facilities Manager to align the Centre & Community Volunteer teams
- Work closely with the Fundraising Manager to align fundraising interests within the Community Volunteer team

General:

1. To attend regular supervision sessions and team meetings
2. To attend meetings and training as requested by your line manager or the CEO
3. To carry out all duties in a way which accords with the Centre's Vision, Mission & Values, following policies and practice, to show commitment to equality of opportunity
4. To contribute to fundraising activities and be committed to promoting the Booth Centre at every opportunity.

Person Specification

- We would like to welcome a flexible, positive, dedicated, respectful person to the team as our Volunteer Coordinator.
- We are looking for a dynamic, team player, who enjoys working with others, taking on a challenge and takes pride in their work.
- You will be supported to develop and learn, to build your skills and knowledge in a sometimes challenging, often rewarding setting.
- You will become part of a dedicated, supportive and friendly team.

Essential Skills & Experience

- Excellent communication skills, both written and verbal
- Excellent interpersonal skills and customer awareness
- Good IT skills
- Ability to work well in a busy environment
- Ability to work effectively under your own volition & as a supportive team player
- Ability to keep to task, prioritise, meet deadlines and be organised
- Understanding of the roles and motivations of volunteers & how these may differ from those of paid employees

Desirable Skills & Experience

- Experience of Volunteer Coordination
- Experience of building relationships with external partners

General

- Commitment to working within the agreed behaviours and the Centre's Vision, Mission & Values, with a coproduced approach
- Commitment to follow policies and practice, particularly equality, diversity & inclusion
- To attend regular one-to-one sessions, team meetings, other role related meetings and training, as outlined by your line manager.
- To undertake any other duties, within reason, as requested by your line manager
- Willingness to flex to any urgent matters, as directed by your line manager or the CEO/DCEO.
- Willingness to support service delivery in other areas, when necessary
- To actively participate in the wider team goals & the aims of the Booth Centre
- Willingness to participate to the fundraising endeavours of the service

Note: Though we have tried to be thorough, no job description can cover every issue which may arise within a post at various times. The successful candidate would be expected to carry out other duties as required, within reason. This time would be compensated through TOIL if outside of agreed hours.

How to Apply

We encourage an inclusive organisational culture, we want to give our colleagues, volunteers, and everyone we engage with the opportunity to reach their potential – regardless of age, disability, gender, religion, belief, race, ethnicity, culture and sexual orientation. We strive to create a safe and supportive environment where everyone feels valued and respected. We recognise and celebrate the diversity of our people and the benefits it brings to our Centre. We are committed to advancing equality, diversity, and inclusion in all that we do.

Please forward an expression of interest to our Administration Manager:
caitlin@boothcentre.org.uk taking care to address all items in the Person Specification along with a copy of your updated CV.

Closing date: 16th May Midday

Taster Morning: Wednesday 22nd May

Interview date: Wednesday 22nd May

All successful applicants will be subject to an Enhanced DBS check and satisfactory references. We are legally required to see proof of eligibility to work in the UK.

FLEXIBLE APPROACH TO RECRUITMENT

We really want to get the right person for this role, so if you are interested but think your experience is at a different level to that described, please do get in touch. We welcome applications from candidates who may wish to work on a different basis as regards hours and are open to conversations on this. We understand that life circumstances and work preferences can vary and are open to accommodating different working arrangements to ensure that the role is a fulfilling and successful experience for both the employee and the organisation.

We believe that diverse perspectives and work styles enrich our team and contribute to our success. If you possess the skills, qualifications, and passion for the role, we encourage you to apply

and discuss your preferred work arrangement during the interview process. Together, we can explore how to tailor the position to suit your needs whilst ensuring that we achieve our goals and deliver outstanding results.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.