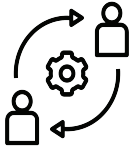




# Volunteer Experience Coordinator



## About the role

This role is all about putting our volunteers first and ensuring their volunteer experience is the best it can be. We are looking for proactive candidates who value autonomy, demonstrate leadership and, most of all, have the ability to connect and communicate with people of all backgrounds. Your role is crucial in ensuring volunteer engagement and that retention goals are achieved.

## Responsibilities include

- .Managing your own diary.
- .Supporting various teams of volunteers.
- .Planning and hosting team meetings
- .Driving interaction between volunteers via different communication methods.
- .Creating reward schemes to increase job satisfaction and drive amongst volunteers.

## Skills You will Need?



- .Excellent organisation.
- .Ability to build effective working relationships
- .Excellent communication.
- .Creativity and the ability to think outside of the box.
- .Proactivity and ability to use your initiative.

## What you will gain:

- .Experience in communication and managing people.
- .Opportunity to enhance your CV.
- .Transferable skills.
- .Contribution to a small social enterprise that aims to improve the education of disadvantaged children and increase visibility of BAME cultures in education.



## Training and support

- .You will be given induction training.
- .You will receive regular supervision and support.