

PEOPLES REPUBLIC OF STOKES CROFT

Registered Office: 35, Jamaica Street, Stokes Croft, Bristol, BS2 8JP

Tel. 01179444540
www.prsc.org.uk
E-mail: info@prsc.org.uk

Wanted: Volunteer coordinator

The PRSC is a small organisation with a big reach. Almost all of our work relies on some volunteer support and we regularly receive applications from individuals wanting to volunteer with us.

The Job

The main duties of this role will be to manage the recruitment, training, support and deployment of PRSC volunteers, and to work in collaboration with other PRSC staff to develop volunteer roles.

- The role is a mix of volunteer recruitment, development, retention and support
- You will be responsible for managing our volunteers' entire experience with the PRSC, from receiving the initial application, through interview, induction, training and ongoing supervision.
- You will help the small staff team at PRSC to identify volunteer opportunities within the organisation and will help with every stage of recruiting and training appropriate volunteers and supporting them in their roles
- You will help to promote the PRSC as an organisation that supports volunteering
- You will help to ensure that our safeguarding practices are robust and that our duty of care is properly fulfilled, linking this process with relevant policy and conduct across the organisation's activities
- You will ensure that we follow best practice in volunteering and will keep abreast of relevant legislation and policies in relation to volunteers
- You will develop our external partnerships in order to better recruit and retain volunteers

Skills & experience

Essential:

- Excellent communication and interpersonal skills
- Experience of providing training and supervision for staff or volunteers
- Experience of working with people with a range of capacities and abilities
- Good understanding of the principals of safeguarding and inclusion

- Confidence and an ability to manage own work load
- Good administrative skills (use of spreadsheet, email, record keeping)
- Some knowledge of the PRSC and our work

Desirable

- experience of volunteering
- experience of volunteer management
- support for the politics and philosophy which governs the PRSC
- A passion for positive social change

Details

Starting salary £18,720 pro rata

Hours: 24 p/w

Subject to 6 month review

Closing date for applications: August 1 2021

PRSC is an equal opportunities organisation.

Read the PRSC mission statement: <https://prsc.org.uk/mission/mission-statement/>

Please email CV & cover letter to Lisa – lisa.furness@prsc.org.uk - with **Volunteer Coordinator Job** in the subject line, or post to:

People's Republic of Stokes Croft

Volunteer Coordinator Job

35 Jamaica Street

Bristol

BS2 8JP