



Charitable
arm of
Bath Rugby

Volunteer Co-ordinator (Part time)

Job Description

Summary

Working as a volunteer coordinator, you'll manage all elements of volunteering within Bath Rugby Foundation. The role involves assessing and meeting the charitable organisation's needs through the recruitment, placement and retention of volunteers. You'll manage volunteers and their relationships with employees, stakeholders, programme participants and members of the public. You will report directly to the Head of Fundraising

Responsibilities

As a volunteer coordinator, you'll be required to:

- Research and write volunteer policies and procedures, including risk assessments
- Liaise with departments within Bath Rugby Foundation to understand how they work, develop partnerships and assess their volunteering needs
- Generate appropriate volunteering opportunities and role descriptions based on the needs of the organisation
- Raise staff awareness of the role and the function of volunteers
- Ensure there is appropriate support and training for volunteers
- Promote volunteering (internally and externally) through recruitment and publicity strategies and campaigns
- Interview and recruit volunteers and ensure they are appropriately matched and trained for a position
- Organise rotas and provide inductions and training
- Monitor, support, motivate and accredit volunteers and their work
- Celebrate volunteering by nominating volunteers for awards and organise celebration events
- Offer advice and information to volunteers and external organisations through face-to-face, telephone and email contact
- Organise profile-raising events to attract new volunteers
- Keep up to date with legislation and policy related to volunteering and make any necessary modifications to accommodate changes
- Work with multiple agencies across different sectors to establish good working relationships to influence decisions about volunteering
- Maintain databases and undertake any other administrative duties

Working hours

Part time/mainly office based/some weekend/evening working

Working Conditions

- Majority of the day spent at a computer. Requirement to travel and attend scheduled fundraising events at any time

Special Requirements

- Support will be required out-of-hours in locations away from the office, both during the week and at weekends, to attend events
- Full/Clean driving licence and access to own transport

Knowledge, Skills and Abilities

- Working knowledge of Microsoft Word, Excel, PowerPoint / Keynote and Email Systems
- Excellent communication skills and proven ability to relate to people from all walks of life, as well as the drive and enthusiasm to make things happen.
- Proven track record with the highest standards of customer care
- Proven track record in working successfully as part of a team.

The position is open to all graduates, but a degree or HND in the following subjects may be an advantage or relevant experience:

- Business and management studies
- Human resource management
- Social work
- Youth and community work

Person specification/qualifications

- Strong interpersonal skills and the ability to deal with a diverse range of people
- Excellent communication skills
- Experience of managing or coordinating projects and volunteers (paid or unpaid)
- An empathy with volunteers and an understanding of their needs
- The capacity to inspire and motivate others
- The ability to deal with information in a confidential manner and respond with sensitivity
- Good organisational skills and the ability to manage a variety of tasks
- Administrative and IT skills, and an ability to maintain records and produce clear written and oral reports
- Experience of working across different sectors and developing links with other agencies
- A flexible and non-judgemental approach to people and work.

- We expect candidates to have an understanding of the charitable sector in general and our charity specifically

General Responsibilities

- Adhere to and comply with organisational policies, procedures and guidelines at all times.
- Take responsibility for personal health and safety and that of colleagues and visitors
- Implement Risk Management Strategies
- Comply with the charity's policy on confidentiality and GDPR
- Empathy with the charity's aims and objectives
- Act at all times in a professional and responsible manner