

Bay Volunteers - Volunteer Development Coordinator

£24,000, Lancaster, 37.5 hours per week, one year fixed term

This is an exciting opportunity for the right candidate to join the Bay Volunteers team and help lead the project into its second phase.

Throughout the pandemic volunteers provided invaluable support to thousands of local residents, Hope Church has recently received collaborative investment from the district council and health to continue the work.

Hope Church Lancaster is passionate about making a tangible difference to people in Lancaster District. To further this we are now seeking to recruit a Volunteer Development Coordinator to take our Bay Volunteers project to the next level.

You will be working closely with our partners including Lancaster City Council, NHS Integrated Care Community, Lancaster District Community and Voluntary Solutions and Lancaster University Students Union to develop and manage the volunteer system. Launched as a response to the pandemic Bay Volunteers provides help to everyone in the Lancaster District and surrounding areas when they need it.

The role will include working with partners and community members to recruit, train, support and retain volunteers. Establishing an effective volunteer management system and building relationships with key stakeholders to further develop volunteering opportunities. You will establish an effective communications and engagement programme to the wider public and organisations to raise awareness of Bay Volunteers.

Requirements:

- A self-starter mindset
- Excellent Organisational skills
- Good communications skills
- Good knowledge and understanding of IT systems
- A passion to make a difference to those most in need
- Understanding of issues facing our community and the role that volunteers play in supporting people
- Non-judgemental and committed to equality and diversity
- Knowledge of services and local organisations/groups in the Lancaster district desirable
- Understanding of policies and procedures regarding volunteers/volunteering desirable
- Experience of managing projects and volunteers desirable but not essential

The position is available for an immediate start and we are open to discussing flexible working arrangements around the support line needs. Please note that there is some working required, outside of normal office hours. We welcome applications from people in all diversity groups.

Please email info@hopelancaster.co.uk with CV and covering letter by 4th October