

JOB DESCRIPTION

Area:	Volunteering	
Job Title:	Volunteer Co-ordinator	
Responsible to:	Volunteer Director	Date: December 2019
Responsible for:	Recruitment and co-ordination of volunteers	
Purpose of job:	Support volunteer director	
<p>We are seeking 2 Volunteer Coordinators to help recruit and coordinate volunteers for the main Pride in Hull Festival day in July 2020.</p> <p>As volunteer coordinator, you'll be managing the recruitment and retention of our volunteer network, identifying training opportunities that may benefit our volunteers and manage post event monitoring and evaluation. You'll be responsible for delivering pre event briefings for our volunteers with support from the trustee volunteer director.</p> <p>Pride in Hull is run by a small team (all of whom are also volunteers).</p> <p>At present, over 60 event specific volunteers are engaged on Pride Day. You'll be picking up an established database of existing volunteers and coordinating them for Pride Day.</p> <p>Time spent working on the role will be flexible and you will need to be able to work remotely / from home for administration tasks and organise event space for volunteer meetings (we do already have support form venues for this).</p> <p>SPECIFIC DUTIES</p> <ul style="list-style-type: none"> ● Outreach and awareness raising for volunteers including public campaigns and profile-raising events to attract new volunteers. ● Increase the diversity of our volunteer pool ● Recruiting volunteers and ensuring they are appropriately matched and briefed for positions. ● Scheduling volunteers including organising rotas and compiling and managing databases. ● Managing the Pride volunteer email inbox. ● Produce update reports to feedback to the Pride team. ● Communicating with volunteers including informational meetings and delivering briefing sessions. ● Monitoring, supporting and motivating volunteers. ● Organising meetings and briefing sessions. ● To manage and coordinate the volunteers on site on Pride Day <p>SKILLS AND EXPERIENCE</p> <ul style="list-style-type: none"> ● Ability to work on their own initiative as well as part of a team. ● Excellent attention to detail, organisational and administration skills. ● Experience of managing volunteers. ● Ability to motivate, delegate and supervise effectively ● Excellent communication skills. ● Ability to remain calm under pressure ● Able to work under your own initiative, managing your own workload ● The ability to solve problems, occasionally at short notice ● Confident communication skills ● Positive and enthusiastic attitude. ● Willingness to support the Pride in Hulls commitment to equal opportunities ● Available on Pride Day/ ● Any additional duties that may be required in relation to supporting volunteers or additional tasks at the trustee volunteer director discretion. 		

DESIRABLE (Not essential)

- Experience of working on, or with large-scale events.
- Knowledge of the LGBT+ community.
- A passion for diversity and equality.
- Experience as an event planner and/or volunteer coordinator preferred.

Please see our attached recruitment of ex-offenders policy.

To apply email volunteer@prideinhull.co.uk outlining why you think you are suitable for this role and why you would like to apply. Attach your CV and we will get back to you ASAP.

Due to the critical nature of this role for the organisation we will hold interviews for this position and successful applicants will need to be DBS checked by Pride in Hull. If you wish to see our DBS handling policy, this is available upon request.