

**Volunteer Coordinator - Volunteer Role Description**

**Responsible to:** Foodbank Manager

**Responsible for:** managing volunteers both internally and externally

**Position type:** approximately 4-6 hours per week

**Overall Responsibility:**  To support the project manager and team leaders in recruiting, managing and developing volunteers.

**Specific Responsibilities:**

Advertising and Promotion

Actively recruiting volunteers

Link with different places and people with promotional publicity.

Good working knowledge of each role

**Recruiting**

Answering queries regarding volunteer roles

Coordination of Safer Recruiting policy

Taking in of applications

Long listing of each candidate

Processing references

Liaise with project manager to short list

Arrange interviews monthly

Conduct interviews with Foodbank Manager

Organise and facilitate volunteer training as required

Induct all new volunteers and supply them with a volunteer handbook

**Logistics**

Manage the volunteer rota

Identify recruitment needs

Induct recruited volunteers

Coordinate volunteer rotas in liaison with other coordinators

Report and health and safety or safeguarding concerns to Foodbank Manager

**Team Development**

Hold regular team meetings with team leaders to identify team development needs

Identify common themes throughout the teams

Regular liaison with project manager to decide team training needs

Ensure that all volunteers receive regular updates on and adhere to foodbank policies and procedures

Skills/Experience Essential to the role

* Passionate about the vision and aims of Hull Foodbank
* Flexible
* Well organised
* Develop and work through systems and processes
* Professional in representing Hull Foodbank and the charity’s needs to others
* Experience of working systematically
* Ability to learn and carry out the role
* Ability to keep information confidential
* Excellent communication skills – both written and oral
* Interpersonal – get on well with people
* Ability to work unsupervised
* Honest and trustworthy
* Value all people who come into contact with Hull Foodbank

**Skills/Experience Desirable to the role**

* Experience of working with volunteers
* Ability to carry logistics and team development
* Confident in public speaking