



VOLUNTEER COORDINATION AMBASSADOR

ROLE DESCRIPTION

We are looking for an enthusiastic volunteer to support the work of Layla's Trust in their local community. Our volunteers are at the heart of the charity. Layla's Trust is eager to take full advantage of all opportunities to raise money and awareness that are available to us and in order to achieve this, we need volunteers. We require a Volunteer Coordination Ambassador to take on a proactive role in recruiting and coordinating our volunteers to ensure that all of our fundraising and awareness opportunities are fully staffed. Our Volunteer Coordination Ambassador will be given a dedicated Layla's Trust email account in order for contact between the ambassador and volunteers to take place and for the ambassador to keep in regular contact with their appointed trustee and other members of the team.

THE ROLE INCLUDES:

- supporting the team of Layla's Trust volunteers and actively recruit new volunteers;
- organising and coordinating volunteers to support both Layla's Trust organised events as well as events organised by Layla's Trust supporters;
- matching volunteers' skills and strengths to appropriate volunteering opportunities;
- being flexible, patient and having the necessary skills to successfully manage people;
- working online, in person and over the telephone when necessary to coordinate and manage volunteers;
- reporting back to an appointed trustee on a regular basis.

VOLUNTEER COORDINATION AMBASSADOR WOULD NEED TO:

- be flexible in terms of hours worked. It is predicted that this role would require an average of one to two hours per week. (This would vary according to when events were taking place and would sometimes take considerably more time during these periods);
- be an excellent and confident communicator and be an enthusiastic and sensitive ambassador for the charity when dealing with the public and volunteers;
- be self-motivated and have good organisational skills as this role will be managed by the successful applicant and they will be accountable for fulfilling the role to the best of their ability;
- demonstrate good managerial skills;
- have proficient ICT skills, including social media;
- have a full, clean driving licence and access to his or her own transport;
- be willing to undergo a full Disclosure and Barring Service check.