



Role Description

Title: Volunteer Coordinator

Reports To: Senior Administrator

Hours: 21 – 28 per week

Salary: £13 - £14 per hour

The Good Shepherd has a long history of supporting the most disadvantaged people in Wolverhampton. Our mission is to end homelessness, support recovery, and create pathways out of poverty.

We provide, food practical support, 1-1 and group support for people who are homeless, have multiple complex needs, vulnerable families, and people on low incomes. We support people to obtain accommodation, move towards employment, access training or education and develop skills to build self-reliance.

Values

Our core values are hospitality and compassion without discrimination. We recognise each person's dignity and potential for growth, and we deliver services in a person-centred way.

Role Summary

We're recruiting a Volunteer Coordinator to join our team in Wolverhampton, leading on the development and management of the Good Shepherd's volunteering programme and corporate volunteer offer.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a Manager to undertake work of a similar level that is not specified in this job description.

Duties and Responsibilities

- Process volunteer applications, interview applicants, assess their skills, experience and interest, take up references and ensure health, safety and safeguarding checks are in place
- Monitor, support and motivate volunteers and their work
- Work with Good Shepherd staff who oversee volunteers, ensuring the staff member and volunteer are supported.
- Coordinate corporate volunteering days and support in the development of a corporate volunteering offer.
- Arrange and chair volunteer meetings and events.



- Ensure there is appropriate support and training for volunteers through regular informal contact and more structured review
- Set up and maintain volunteer details and records using databases as appropriate and ensure all systems comply with GDPR and data protection
- Maintain a high level of professional boundaries in line with Good Shepherd Policies.
- Develop, implement and review policies and procedures which guide Good Sheperd's volunteering offer and reflect our objectives and values
- Any other duties which reasonably fall within the range and responsibilities of this post, as requested by a member of the management team.