**Job Title:** Volunteer Coordinator

**Location:** Stratford-upon-Avon

**Reports To:** Community Hub Manager

**Contract Type:** Part-time, Permanent. Hybrid working. Occasional weekend and evening work required.

22.5 hours p/week (Monday, Wednesday and one other day to be agreed)

Salary £26,000 FTE

**Job Purpose**

Responsible for the effective recruitment, management and retention of volunteers who play a vital role in maintaining and showcasing the Trust’s public assets which includes Stratford-upon-Avon Local Nature Reserve, Bandstand, Swan Fountain, Rowley Fields, Community Orchard, the Guild Chapel and Community Hub. Work closely with colleagues at the Trust to maximise the positive impact our work has on the local community. Support the Community Hub team by providing cover when required.

**Key Responsibilities:**

**Volunteer recruitment & management:**

* Ensure volunteer roles appeal to and attract a wide variety of people from all walks of life.
* Day to day management of all volunteers.
* Actively recruit volunteers for specific roles.
* Promote volunteering opportunities through outreach, social media, and community partnerships.
* Through coaching and mentoring build a team of volunteers who are positive advocates for the Trust.
* Foster strong relationships with local partners to enhance volunteer engagement.
* Be part of, and contribute to, a local network of Volunteer Coordinators, to share best practice.
* Work closely with Warwickshire Wildlife Trust who deliver a management plan for the Local Nature Reserve, to ensure volunteering opportunities are agreed.

**Community Engagement:**

* Work with the wider Stratford Town Trust team to align volunteer initiatives with the Trust’s wider vision, specifically around the impact we have on the community.
* Act as an ambassador for Stratford Town Trust, promoting its mission and values in the community.
* Ensure that the Trust public assets offer a friendly, welcoming environment which responds sensitively and appropriately to all visitors.
* Be aware of National campaigns/days which could tie in with volunteering/community engagement.

**Event Management:**

* Plan, coordinate, and oversee events and activities for volunteers and the wider community on an ad hoc basis.
* Empower volunteers to organise their own activities or events in partnership with the Trust.

**Administration & Compliance:**

* Develop a plan to map out volunteering opportunities, events and relevant National days into an annual programme which also considers wider work delivered by the Trust.
* Maintain the current database of volunteers.
* Work with the Communications Officer to devise, share and celebrate volunteering activities across Trust sites through printed material, on the website and social media.
* Carry out basic office administration in line with Stratford Town Trust processes.
* Work with Town Trust colleagues to ensure that all volunteering activities comply with appropriate legislative and organisational policies and procedures, including health and safety; safeguarding; EEDI; HR; GDPR; financial and risk management and respectful ways of working.
* Cover for the Community Hub team when required.
* Work closely with the Buildings and Facilities Manager and other staff members to understand compliance issues and practical requirements at individual sites.
* Attend Stratford Town Trust committee meetings and member events when required.
* Any other activity appropriate to the role but not specified within this job description.

**Person Specification**

* **Experience:** Able to demonstrate relevant experience working with and managing volunteers.
* **Organisational skills:** Ability to prioritise tasks, manage multiple projects simultaneously, and meet deadlines efficiently.
* **Administrative skills:** Proven experience in managing calendars, scheduling meetings, handling emails and filing documents
* **Computer proficiency:** Excellent knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Teams), email systems, and basic database management.
* **Attention to detail:** Meticulous focus on accuracy and detail when handling data and documents combined with the capacity to handle confidential information with discretion.
* **Communication skills:** Strong written and verbal communication skills to effectively interact with colleagues, applicants, beneficiaries, and stakeholders.
* **Sector experience** within the not for profit or charitable sector together with a knowledge of Grant Making software would be desirable but is not essential.

**Desirable:**

* Experience in event planning.
* Understanding of the not-for-profit sector.
* Understanding of Stratford Town Trust’s mission and projects.

Join us at Stratford Town Trust and play a key role in making a difference in our community through impactful volunteer engagement!

**How to Apply:**

Please send your CV and cover letter outlining your suitability to the role to: [admin@stratfordtowntrust.co.uk](mailto:admin@stratfordtowntrust.co.uk)

**Application deadline: Sunday 18th May 2025**