



VOLUNTEER COORDINATOR

The Spire is a busy Methodist community building in the centre of Poole. Wesley's Café is the beating heart of The Spire.

More than just a community café, it is a meeting place, a shelter and a bridge to other events on the premises. The Volunteer Coordinator will have the pleasure and responsibility of recruiting, training, developing and managing our team of volunteers.

We are looking for someone to join us, who has experience of successfully leading a volunteer workforce, has a sound appreciation of those with additional needs and who is passionate about building and empowering a volunteer workforce and community.

Responsibilities include:

- Recruit, train, develop and encourage volunteers, ensuring they are appropriately matched for a position
- Lead and manage the day-to-day activities of the volunteers, many of whom have additional needs
- Organise rotas to ensure that the café opening hours are maintained
- Organise recruitment events to attract new volunteers
- Celebrate our volunteers by organising recognition events
- To work with multiple agencies across various sectors and create good working relationships, providing candidates for volunteer vacancies and helping to influence decisions about volunteering
- To research and write role descriptions, policies and procedures, including risk assessments
- Manage budget and volunteer resources
- Ensure the quality and security of required records for each volunteer
- Provide progress reports for the Board, funders and colleagues.
- Ensure that all activities are carried out within the Safeguarding guidelines of the Methodist Church and local authorities

Required skills:

- Experience working in or knowledge of local voluntary and community sector
- Excellent communication skills
- Knowledge of Health & Safety legislation in a catering establishment
- Strong time management and organisation skills
- Effective report writing
- Ability to build relationships with a wide spectrum of individuals
- GCSE Level C in both English and Maths

Job Type:	Two year fixed-term contract
Pay:	£19,552.50
Expected hours:	25 per week, to including occasional Saturdays
Location:	The Spire, High Street, Poole

To express an interest in this vacancy, please email an up-to-date C.V to spirerecruitment23@gmail.com

Closing date for applications is 31st May 2025

Interviews will be held in mid June



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