



Volunteer Coordinator

Beloved is a growing charity based in St Paul's, Bristol, pioneering exciting work in supporting women working in the indoor sex industry. Whether they are remaining in the industry, seeking to leave or have already left, we walk alongside the women, raising their awareness of alternative opportunities and supporting them to address any physical, emotional, economic and spiritual needs they may identify. Please see www.beloved.org.uk for more about the support we offer.

We are entering a new phase of our work and wish to recruit a volunteer coordinator who will support the development, management and coordination of our amazing volunteer team.

You will need to have the ability to create and maintain strong working relationships whilst building your knowledge of volunteer strengths and abilities, supporting them into roles where a real difference can be made.

Ideally you will have experience of working with volunteers as well as women who have experienced multiple trauma and life disrupting issues, or you may have similar experience that would be relevant to the role.

You will need excellent organisational and communication skills and be someone who enjoys organising events, is a supportive team player and has a heart for the work Beloved does.

Hours: 1 day per week, to be worked as agreed.

Location: The role is primarily office-based, with flexibility for a certain amount of remote-working.

There is an Occupational Requirement for this role to be filled by a Christian. We particularly encourage applications from Black, Asian and Minority Ethnic candidates as people from these groups are underrepresented within our team. We encourage applications from those with lived-experience. Our Statement of Faith, Vision and Values and our Equality, Diversity and Inclusion Policy are available upon request from info@beloved.org.uk.

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Key duties and responsibilities

- Manage all volunteer recruitment in line with Beloved's Safer Recruitment policy. Ensuring that all requirements are met and that each interested volunteer receives the full information pack and registration form, that all references are collected prior to training sessions and that all DBS checks are up to date.
- Meet 1:1 with all new, interested volunteers to 'interview' and assess in a relational way that their calling is in line with the mission and work of Beloved, as well as providing information on our work.
- Liaising directly with the caseworkers and volunteer team leads to ensure that volunteers are meeting the requirements of their role.
- Contact all members of the volunteer team within 24 hours of their visits to check in and provide an opportunity for debriefing.
- Maintain training records, and contribute to training planning and delivery of induction training for all volunteers. Keeping track of all refresher training needed.
- Assessing the progress and experience of all volunteers, and developing the group of Team Leads.
- Follow up with all new volunteers after a 6 month probationary period to ensure that they are comfortable with volunteer roles and happy to continue.
- Provide emotional and spiritual support for all volunteers in their work with Beloved, being their base for all communications, queries and plans.
- Coordinate 2 or more volunteer socials every year, building a wider sense of community and teamwork between all of the volunteers, staff and trustees of Beloved.
- Liaise with the Head of Operations and advertise all external groups supervisions, and any Team Lead 1:1 external supervisions.
- Take an active role in building relationships within the staff team including attending, daily team prayer meetings rooted in Beloved's Statement of Faith.
- To support the achievement of the charity's aims and objectives.
- Participate in personal training required for the role.

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Person Specification

Factor	Essential	Desirable
Qualifications	GCSE (or equivalent) grade A-C Maths and English.	A Level or above
Experience/Knowledge	<p>Proven ability of working with volunteers for a minimum of a year or have personal experience of volunteering.</p> <p>Experience in developing community and a sense of belonging for a group (teambuilding).</p> <p>Experience of providing emotional support to team members in either a workplace or volunteer environment.</p>	<p>Experience of working with people experiencing trauma and multiple disadvantage.</p> <p>Experience of event organising.</p> <p>Experience of presenting and/or delivering training.</p>
Skills/Abilities	<p>Excellent communication skills, both written and oral.</p> <p>Ability to handle volunteer queries and concerns efficiently and with diplomacy and tact.</p> <p>Enthusiastic and warm, able to create an inviting environment.</p> <p>Ability to work with people from all backgrounds taking a non-judgmental approach, including the promotion of anti-oppressive practice.</p> <p>Ability to work well within a team as well and independently, using your own initiative.</p> <p>Excellent organisational and administrative skills with a highly flexible approach.</p>	<p>Competence in using the GSuite.</p> <p>Prior experience of working on databases.</p>