



# Plus Importance Project

Volunteer Coordinator

Application Pack





# About Us

The Plus Importance Project is a newly registered charity that improves understanding and inclusion of people in the + of LGBT+, defined as *“sexualities, gender identities and sex characteristics including, but not limited to, asexual, genderfluid, genderqueer, intersex, non-binary, pansexual and queer”*.

As **the UK’s first registered charity with a focus on the + of LGBT+**, we aim to create a world where those who identify fully or partly in the + of LGBT+ experience equal rights, respect and representation.

We do this by:

## **1) Training and supporting organisations**

We work with organisations to help them be more + inclusive. This includes:

- running training sessions
- providing a review service that identifies areas for improvement in an organisation’s policies, forms, web content etc.
- creating a culture strategy with their leadership team to embed change and inclusion efforts long-term
- providing an update service to keep organisations we have worked with updated on changes to our best practice guidance

## **2) Improving public awareness of identities in the +**

This includes social media, appearances at events, media appearances/interactions and responding to public consultations.

## **3) Undertaking research**

This includes conducting, collating and commissioning research on different identities and the experiences of people in the + of LGBT+.



# Role Description

As our Volunteer Coordinator, you will support the development of the charity's approach to volunteering, including the recruitment, induction and ongoing support of volunteers across a wide range of roles.

This role requires a time commitment averaging 3 hours per week, including meetings with the Founder, prospective volunteers and other ad-hoc meetings.

## **Responsibilities:**

- Recruiting a diverse range of volunteers
- Supporting volunteer journeys through recruitment, selection, induction and ongoing support
- Supporting the development of best practice policies, procedures and guidance for volunteers
- Creating new volunteering opportunities to support the growth of the charity
- Gathering feedback from volunteers and recommending areas for improvement in our approach to volunteering
- Supporting the wider work of the Plus Importance Project



# Person Specification

## Essential:

- Experience of supporting/managing volunteers
- Excellent communication skills
- Excellent organisational skills
- Passion for the work of the charity
- Personal or professional interest in the work of the Plus Importance Project
- Able to offer at least 3 hours per week

## Preferable:

- Experience of writing policies, procedures and guidance for volunteers
- Knowledge of relevant laws, guidance and best practice regarding volunteering

We particularly welcome applications from people that have lived experience that is currently underrepresented in our team, such as people who are Black, Asian, intersex or aromantic.



## To Apply

To apply for this role, please email our Founder Matt Humberstone (he/him) on [matt.humberstone@plusimportance.org.uk](mailto:matt.humberstone@plusimportance.org.uk) by **9am on Friday 10th May** with a CV and cover letter detailing your interest and suitability for the role.