

**Lifeskills – Learning for Living**

**Volunteer Co-ordinator**

**Term-time only (39 weeks a year + pro rata holiday pay – holiday to be taken in school holidays )**

**30 hour week (9:00am-3:00pm)**

**Fixed term contract (starting ASAP, finishing 20<sup>th</sup> July 2020)**

**Salary £18,402 (to be pro-rated to reflect term time working)**

Lifeskills is an interactive safety education charity, built as a realistic village, which has been developed to teach people how to deal with potentially difficult or dangerous situations, whilst in a safe environment. Classes of year 6 children visit throughout the school year and are guided by our volunteer guides.

The person appointed will be required to:

- a) advertise for and recruit new volunteers, including creating promotional material such as flyers and using social media
- b) co-ordinate and support volunteers
- c) carry out a variety of administrative duties including helping with enquiries by phone and email
- d) work as part of a small team to ensure that the Lifeskills Centre runs smoothly
- e) when necessary, work as a guide with small groups of children

Applicants are required to have administration and IT skills.

The post involves direct contact with a range of people, so good interpersonal skills are essential.

Application Forms only. CV's will not be accepted.

For a Job Description and Application Form please email [louise@lifeskills-bristol.org.uk](mailto:louise@lifeskills-bristol.org.uk)

"Lifeskills is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will be subject to pre-employment checks including an enhanced DBS check and satisfactory references."

Registered Charity: 1080747

[www.lifeskills-bristol.org.uk](http://www.lifeskills-bristol.org.uk)

Lifeskills, The Create Centre, Smeaton Road, Hotwells, Bristol, BS1 6XN

**Closing Date: 28/01/19 @4:00pm**

**Interview Dates: Monday 4<sup>th</sup> February or Wednesday 6<sup>th</sup> February 2019**