

Bag Books
Volunteer-Co-ordinator
Job Description

Purpose of the role

1. To co-ordinate the workshop-based, home-based and corporate craft volunteers.

Position within the organisation

Reports to: Workshop Manager
Responsible for: All volunteers
Other Key Relationships: Craft Artists, Fundraising Manager.
Budget responsibilities: Co-ordinating volunteer expenses.

Duties and key responsibilities

1. To co-ordinate the craft based volunteers – workshop-based, home-based and corporate.
2. To develop and maintain a strong volunteer ethos, generating enthusiasm and a desire to recruit new volunteers.
3. To recruit, induct and train volunteers as required and to ensure volunteers feel appreciated and rewarded in their role.
4. To ensure the Workshop is always prepared for the arrival of volunteers and that adequate provision is made and to assist in tidying the workshop afterwards.
5. With regard to volunteer activity, to be constantly alert to cost effectiveness, to avoiding wastage of time and materials.
6. To demonstrate basic craft skills such as sewing and construction to volunteers.
7. To be the central point of contact for all volunteers – assisting them with aspects of the role and providing guidance and assurance.
8. To manage Corporate Volunteer Days.
9. To ensure craft volunteers are allocated skill-appropriate tasks and that they are comfortable and happy with the tasks given.
10. In conjunction with the Workshop Manager, to ensure all working practices are safe and that volunteers are aware of Health & Safety, both in the workshop and off-site e.g. at corporate craft days.
11. To maintain a tightly controlled diary record of volunteer activity.
12. To be the key face of Bag Books with regard to volunteer activity.
13. To maintain regular contact with all home-based volunteers, ensuring they have sufficient materials.
14. In conjunction with the Finance Officer, to manage a petty cash float and provide appropriate volunteer expenses.
15. In conjunction with the Chief Executive, to implement volunteer recruitment advertising and monitor its success
16. To keep abreast of developments in volunteer activity e.g. key corporate volunteering days and local volunteering initiatives
17. To report regularly, as required, to the Workshop Manager.
18. To represent the Charity at internal and external meetings when necessary.

General Responsibilities

- To agree with the Workshop Manager key performance indicators for the role.
- To be aware of any opportunities to create awareness of volunteering opportunities and multi-sensory books.
- To agree and adhere to the Bag Books Staff Handbook and all Policies and Procedures, including Safeguarding Children and Vulnerable Adults Policy and Health and Safety Policy.
- To undertake any other reasonable duties as required, from time to time, by the Workshop Manager and/or Chief Executive.

Whilst the position is formally agreed on the basis of 22.5 hours per week, there may be occasions on which additional hours will be necessary. It is the post holder's responsibility to ensure that agreed work is completed and agreed targets are met.

This is not an exclusive or exhaustive list. Its purpose is to provide a broad outline of the role within which the changing needs of Bag Books' work and objectives can be accommodated.

Objectives to be achieved

- To increase the number of volunteer days – to 300 in year one and 400 in year two.
- To increase the number of volunteers – to 225 in year one and 300 in year two.
- To introduce and maintain a volunteer database/recording system.
- To raise the profile of volunteering opportunities within Bag Books.
- To play an active role in corporate volunteering days.
- To forge strong relationships with local volunteer bureaux.
- To ensure regular communication with all volunteers.

**Bag Books
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Person Specification**

Essential

1. At least two years experience of working in a craft setting.
2. In depth experience of using craft, hand and power tools, resistant and non-resistant materials, adhesives and fixings.
3. Excellent machine and hand sewing skills.
4. A knowledge of Health and Safety considerations within a craft workshop environment.
5. At least two years experience of working in a team.
6. Experience supporting volunteers and their development.
7. Demonstrable understanding of how volunteer opportunities can provide fundraising opportunities.
8. Good administrative skills including a good working knowledge of spreadsheets and databases.
9. Good organisational and planning skills, ability to prioritise workloads, manage competing demands; work under pressure and to tight deadlines.
10. Ability to manage own workload.
11. Ability to work with others to inspire and engage them.
12. A willingness to work flexibly.

Desirable

1. Ability to drive within London.
2. Confidence in using social media channels to communicate.
3. Empathy with charitable aims and a commitment to promoting our work.