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**Role Profile & Person Specification for Volunteer Coordinator**

### Job Title: Part-Time Volunteer Coordinator

**Hours:** 15 hours per month

**Salary:** Volunteer Position (unpaid)

**About Dignity Boxes:** Dignity Boxes is a charitable organization dedicated to providing essential toiletries and hygiene products to those in need. Our mission is to ensure that everyone has access to basic hygiene items, helping to preserve their dignity and well-being. We distribute these boxes through various community partners across the UK.

**Job Summary:** We are seeking a dedicated and enthusiastic Part-Time Volunteer Coordinator to join our team. This role is crucial in managing and supporting our volunteers, who are the backbone of our organization. The Volunteer Coordinator will be responsible for recruiting, training, and supervising volunteers, as well as developing volunteer programs that align with Dignity Boxes' mission and goals.

**Key Responsibilities:**

1. **Volunteer Recruitment:**
   * Help us develop and implement effective strategies to recruit volunteers from diverse backgrounds.
   * Help us promote volunteer opportunities through various channels, including social media, community events, and partnerships with other organizations.
2. **Volunteer Training and Development:**
   * Support orientation sessions for new volunteers.
   * Provide ongoing support to ensure volunteers are well-equipped to perform their roles effectively.
   * Develop and update training materials as needed.
3. **Volunteer Management:**
   * Schedule and coordinate volunteer activities, ensuring adequate coverage for all projects and events.
   * Maintain accurate records of volunteer schedules and contact information.
   * Regularly communicate with volunteers to keep them informed and engaged.
4. **Community Engagement:**
   * Help us build and maintain relationships with community partners and other stakeholders to enhance volunteer recruitment and engagement.
   * Occasionally represent Dignity Boxes at community events and meetings to promote the organisation and its mission.
5. **Administration:**
   * Provide regular updates on volunteer activities.
   * Assist with the development and implementation of policies and procedures related to volunteer management.

**Qualifications:**

* Previous experience in volunteer coordination, human resources, or a related field is preferred but not essential.
* Strong interpersonal and communication skills.
* Ability to work independently and as part of a team.
* Excellent organizational and time-management skills.
* Proficiency in Microsoft Office and experience with spreadsheets or volunteer management software is a plus.
* Passion for Dignity Boxes’ mission and a commitment to helping those in need.
* We are open to discussions about hours / responsibilities, particularly if candidates feel they don’t fit all qualifications.

**Benefits:**

* Opportunity to make a meaningful impact in the community.
* Gain experience in volunteer management and nonprofit operations.
* Flexible working hours and the ability to work remotely.
* Networking opportunities with community partners and other nonprofits.

**How to Apply:** Interested candidates are invited to submit their CV and a cover letter detailing their experience and why they are passionate about volunteering with Dignity Boxes to [Isabel@dignityboxes.co.uk](mailto:Isabel@dignityboxes.co.uk).

**Application Deadline:** 12th August 2024

Join Dignity Boxes and help us ensure that everyone has access to the basic items they need to live with dignity.