



VOLUNTEER COORDINATOR

Terms: £18.00 per hour, 14 hours / 2 days per week

Location: Dunoon Burgh Hall

Purpose of the job: Working closely with staff, volunteers and community partners, you'll recruit, train, support and celebrate volunteers across all areas of our organisation. You'll ensure every volunteer has a positive experience while helping us develop a thriving, diverse and sustainable volunteer programme.

You'll also be an ambassador for our organisation, representing us within the community and encouraging new people to become involved – whether as volunteers, participants or supporters.

Key Responsibilities

Volunteer Development and Coordination

- Recruit, welcome and induct new volunteers.
- Develop an inclusive volunteer programme that welcomes people from all backgrounds and abilities.
- Match volunteers with rewarding opportunities that suit their interests, skills and availability.
- Coordinate training and support to help volunteers develop confidence and skills in their roles.
- Identify new opportunities to engage volunteers and expand our community reach by promoting volunteering through events, outreach and online.

Systems and Compliance

- Ensure volunteering activities comply with safeguarding, health and safety relevant legislation and organisational policies.
- Coordinate volunteer rotas and maintain accurate volunteer records.

Collaboration

- Build and maintain positive relationships with local community groups, schools, charities and partner organisations.
- Work collaboratively with colleagues to ensure volunteers feel valued and integrated across the organisation.

Monitoring, Evaluation and Reporting

- Monitor and evaluate the impact of volunteering, preparing reports where required.
- Contribute to funding applications, partnership opportunities and community-led initiatives as required.

We're looking for someone who:

- Enjoys working with people from all walks of life.
- Is a confident communicator with excellent interpersonal skills.
- Can build positive relationships and inspire others.
- Is organised and can manage multiple priorities.
- Shares our commitment to equality, diversity and inclusion.
- Is proactive, creative, and enjoys finding new ways to engage people.
- Believes in the power of arts, culture and community.

Direct Reports: All volunteers working within or on behalf of Dunoon Burgh Hall Trust

Person Specification**Essential**

- Experience of working with people in a customer-facing or community-based role.
- Excellent communication and relationship building skills.
- Ability to motivate, support and encourage others while working alone and / or as part of a team.
- Strong organisational and administrative abilities, together with competent IT skills.

Desirable

- Experience of managing or coordinating volunteers within the charity, community, arts or heritage sectors.
- Understanding of safeguarding and volunteer management.
- Experience of monitoring, reporting or supporting funding applications.
- Full driving licence and access to transport.