**Volunteer Coordinator**

**Job Title**: Volunteer Coordinator

**Accountable to**: Chief Executive

**Responsible to:** Deputy Chief Executive

**Reporting to**: PR and Communications Lead

**Location**: Greater Manchester (primarily located at Gaddum House, Manchester, travelling across Greater Manchester as needed for the role)

**Salary**: £25,951

**Hours:** 35 per week

**Contract:** 12 months – initially (funded by The National Lottery Community Fund)

**Job Summary**

To support the development of an ambitious and comprehensive volunteering strategy across all of Gaddum’s services: including capturing and evaluating volunteering activity across the organisation, establishing organisational need and opportunities for volunteers to respond to and developing relationships with external stakeholders to create and promote volunteering opportunities.

**Job Purpose**

* To recruit to and support volunteer opportunities across Gaddum.
* Engagement with internal and external stakeholders, including Gaddum staff, specifically Heads of Services and Leads.
* To meet all set targets and timescales, ensuring measurable outcomes are achieved.
* To produce, contribute to and review monitoring and data reports where appropriate.
* To develop insight and evidence supporting a volunteering strategy which Gaddum can adopt.

To apply please complete the application form below and return to HR@gaddum.co.uk or by post to Gaddum Centre, Gaddum House, 6 Great Jackson St Manchester M15 4AX.

For informal discussion about the role please contact: 0161 834 6069

**Closing date:** Wednesday 22nd May 2019, 12pm

**Interview date: Thursday 30th May 2019**

 