

Volunteering Co-ordinator

The Eric Liddell Centre is a major community resource in a prime position in Morningside/Bruntsfield, Edinburgh. The Centre offers specialist caring services in addition to offering flexible space for use by the local community either for one off activity or by providing tenanted space to small voluntary sector organisations.

The particular purpose of this voluntary post is to promote and implement the positive involvement of volunteers within ELC including co-ordination of recruitment, advertising volunteering opportunities and organising activities to value volunteer commitment.

The Volunteer Co-ordinator reports to the Ca(i)re Manager.

Key Responsibilities

- Create a unified approach to volunteer recruitment at the ELC
- To act as a first point of contact for potential volunteers
- To review and develop appropriate publicity material in relation to volunteering opportunities
- To develop a continuous programme of volunteer recruitment
- To develop and maintain database of volunteers, including paper trails of Disclosure checks where appropriate
- In conjunction with the relevant managers to be involved in organising volunteer training programmes

Key Outcomes

- Increased number of volunteers
- Increased profile of volunteering opportunities at ELC
- A centralised and unified approach to recruitment and advertising volunteering opportunities

Knowledge

- Eric Liddell Centre uses Microsoft Office as its IT communications tool. Familiarity with MS software applications is desirable. (MS Word, Access, Excel and Outlook)

Experience

- Experience of volunteering or working with volunteers
- Excellent communication skills, both oral and written

Skills and Attributes

- Able to respect and maintain confidentiality
- Prepared to make a regular time commitment
- Strong organisational skills
- Good listening skills
- Good networking skills
- Ability to maintain accurate records
- Able to work in a changing environment
- Commitment to and understanding of the values and aims of ELC