JOB VACANCY

We're Hiring

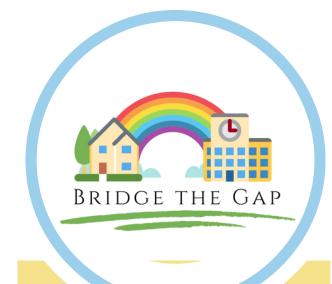
Volunteer Co-ordinator

Responsibilities:

- Recruiting and onboarding new volunteers to support at Bridge the
- Support existing volunteers and coordinate their schedules
- Organise training for the volunteer team suitable for their role and ensure they remain up to date with mandatory requirements
- Arrange regular meetings for the volunteer team to get together to ensure team collaboration.
- Report to the directors at Bridge the Gap
- Gather feedback and complete reports with volunteers on projects within BTG

Requirements:

- Administration experience including excellent IT skills
- Experience in coordinating diaries/schedules
- An understanding of mental health and how it may present in young people/children



Bridge the Gap are a safeguarding organisation and a full DBS check will be completed prior to commencement in any post.



Benefits

- Regular supervision and training
- Relaxed and friendly place to work
- Enhanced annual leave package
- Bridge the Gap laptop (shared access)

Eligible candidates must send a cover letter and complete CV to the email below.



- 01332 600827
- info@jwbridgethegap.com
- www.jwbridgethegap.com
- 10/11 St Mary's Gate, Derby, DE1 3JR