

JOB VACANCY

We're Hiring

Volunteer Co-ordinator



➤ Responsibilities:

- Recruiting and onboarding new volunteers to support at Bridge the Gap.
- 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.



Apply with your CV



01332 600827



info@jwbridgethegap.com



www.jwbridgethegap.com



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