

Salisbury Centre

Job Description: Community Development Lead and Volunteer Co-ordinator Role

Reporting to: Centre Manager

Working hours: 14 hours per week. Occasional evening and weekend work will be required.

Responsibilities

Development work:

- Working across the community to empower people to identify and take action on volunteering, projects and activities that are important to them.
- Work with the rest of the team to contribute to plans and volunteering opportunities for seasonal celebrations and other community events, supporting on the day if needed.
- Acting as a bridge or linking person between different activities, groups, and people to help form fruitful new connections that amplify efforts and help people to thrive.
- Nurturing and seeding new ideas to help them get off the ground, supporting and mentoring people within the community to develop their skills and confidence to take the lead.
- Particularly supporting marginalised groups and those who might not previously have felt comfortable coming to the centre to participate and feel welcomed.
- Support our community to engage with the use of stories and dialogue as a way to increase understanding, discuss differences.
- Create opportunities for intergenerational exchange and celebrating our community.
- Building connections with our local community – neighbours in the immediate locality, and other organisations with shared aims.
- Contribute to project reporting and evaluation as needed, including capturing feedback and case studies from our community on an ongoing basis.
- Be the point of contact for Volunteers questions.
- Any other tasks linked to arising needs of the Centre, in agreement with line manager.

Volunteer Coordinator

- Monitor the volunteers@ inbox, responding appropriately, following healthy and safety processes including sending and receiving information and consent forms, sending the volunteer handbook, organising monthly inductions.
- Administer relevant systems including online volunteer opportunity listings and recording of personal data on the Airtable database and update the volunteer handbook as required.

- Work with the Community Manager to involve volunteers in supporting Centre events, including developing suitable communication mechanisms.
- Support logistics (room bookings) and communication channels (such as email group, WhatsApp) for volunteers including library, seasonal events, community supper and mediation volunteers.