

## JOB DESCRIPTION

<b>Job Title:</b>	Volunteer Coordinator
<b>Department:</b>	Party Services
<b>Responsible to:</b>	Head of Party Services
<b>Salary:</b>	£22,000-£26,000 pro rata
<b>Benefit:</b>	8% Employer's Pension Contribution
<b>Tenure:</b>	Six-month contract
<b>Hours:</b>	Full time 37.5 hours per week
<b>Location:</b>	Lib Dems Headquarters, Westminster, London SW1P

### DESCRIPTION

Liberal Democrats are looking for a Volunteer Coordinator to augment the capacity, effectiveness and efficiency of Lib Dem HQ.

The Volunteer Coordinator would be responsible for ensuring a structured and monitored volunteer programme, working with Directors and team leaders to integrate volunteers across the organisation.

The role will be based in the Liberal Democrat Headquarters in Westminster. Occasionally some evening work will be required for phone banking events.

### MAIN RESPONSIBILITIES:

- Research and write volunteer policies and procedures
- Assess organisational needs and work with LDHQ teams to determine volunteer roles
- Create descriptions for volunteer positions
- Carry out targeted and GDPR compliant volunteer recruitment campaigns
- Maintain a database of volunteers
- Prepare onboarding plan for volunteers
- Raise staff awareness of the volunteer programme

- Ensure support and training for volunteers within each team/directorate
- Monitor volunteers during placements to retain/replace candidates
- Cultivate a positive and supportive atmosphere for volunteers, ensuring they feel appreciated and motivated
- Promote the success of the volunteer programme internally and externally
- Liaise with teams who have volunteers to ensure needs are being met
- Coordinate volunteer phone bank evenings
- Establish a projected budget for volunteer expenses
- Manage the 'volunteer' budget line

### **Desirable skills/experience**

- Highly organised, self-motivated and proactive
- Motivated to work with a wide range of volunteers from across the party
- Strong interpersonal skills and ability to inspire volunteers
- Good problem-solving skills
- Resourceful and flexible

### **Application procedure**

Closing date: Midday, Tuesday 28 May, 2019.

For questions and further details, and to submit an application, please contact:  
hr@libdems.org.uk

Please apply by email attaching:

- A copy of your CV; including complete work history
- A Covering Letter; no more than 2 pages of A4 in length, indicating clearly how your experience and skills meet the criteria stated in the job and person specification. Please also write your name on top of your supporting statement.
- A completed diversity monitoring form
- 

Applicants are encouraged to inform us if any reasonable adjustments are needed to be made during any part of the recruitment process.

Please let us have details of your current salary and two referees including one from your current employer – if you would prefer us not to contact them until a later stage of the selection process, please let us know.

We will notify all applicants when the process is complete.

Please note: We will not be able to employ you if you are not eligible to work in the UK. We will not be able to obtain a work permit on your behalf.

The Liberal Democrats are equal opportunity employers and particularly welcome applications from groups who are currently under-represented in our staff.