



Volunteer Projects and Communications Coordinator

Job Description

May 2019

Our Purpose

The purpose of the Jewish Volunteering Network is to promote, connect and support volunteers to enable charities across the Jewish and wider communities to do more.

JVN's Vision for Volunteering

Our vision is that every person regardless of age, gender, ability, personal circumstances, is empowered and encouraged to volunteer, thereby enhancing the charity sector and the local, Jewish and wider communities.

JVN's Strategic Objectives

1. Promote volunteering in the Jewish and wider communities
2. Connect, support and deliver volunteers to wide range of volunteering opportunities
3. Support charities to work in the optimal way with volunteers, including trustees

The Role

This role is at the very heart of JVN's activities. The successful candidate will have the opportunity to have a meaningful impact on JVN achieving our purpose. This unusual role draws on a wide range of skills crossing over people, writing, IT and organisation. It brings the opportunity to:

- Develop your knowledge of the charity sector
- Learn and develop skills that may be new to you, and
- Act as a central pivot point between a number of your colleagues

You will have several areas of responsibility and will need to approach the work with a high degree of commitment and flexibility.

Reporting to

Head of Charity Engagement & Volunteering

Hours

This is a full-time role (see hours on p.3). Since all other staff and volunteers are part time, this role provides continuity within the team.

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Responsibilities

Promoting Volunteering

- Creating and sending regular news and opportunities emails to volunteers, Ad Hoc Squad and charity professionals/trustees for London and Manchester.
- Keeping up to date with all JVN opportunities on the website in order to best propose and promote existing and new roles to different groups.
- Organising and promoting specific volunteering opportunities towards targeted project segments, such as family volunteering for winter and summer seasons, young adults
- Organise specific volunteering campaigns throughout the year.

Content Development

- Assisting the Marketing Manager with the creation of content for website, online and offline marketing and volunteering campaigns, including writing leaflets and publications about JVN and volunteering.
- Assisting with writing press releases.
- Managing writing/editing of the Annual Review.
- Proofreading materials.

Connecting, Supporting and Delivering Volunteers

- Acting as the first port of call for volunteers who contact JVN, advising them on use of the website, finding suitable volunteering opportunities and arranging and conducting occasional 1:1 meetings.
- Managing and developing the JVN Ad Hoc Squad, which involves promoting ad hoc volunteering opportunities, encouraging and establishing relationships with the volunteers, managing the app and recording data for acknowledgement and impact assessment.
- Recruitment, briefing and management of volunteers for specific large-scale events.
- Working with the Events Coordinator on the annual JVN Celebration of Volunteering Awards on administrative and event management elements, including supporting the Awards panel.
- Working with the Training & Development Coordinator to develop and deliver training sessions for volunteers and the Ad Hoc Squad.
- Supporting the development of the young adult volunteering project.

Supporting Charities

- Supporting charities to market their volunteering roles in the optimal way and assist them in uploading their roles onto the JVN website.
- Assisting in obtaining and analysing feedback twice yearly as to the results of the charities use of JVN.
- Managing selected member charities to ensure they receive membership benefits.
- Administering the Board Building Framework for charity trustee boards.
- Writing up volunteer survey reports for charities who obtain the JVN Kitemark

Additional duties

- Providing office and IT/technical and database support as needed.
- Representation of JVN at various events in the Jewish and wider communities.
- Helping to maintain JVN partnership agreements with other organisations.

Terms and Conditions**Salary:**

£21-23,000 per annum depending on experience.

Working week:

JVN works 38 hours per week, 9.00-5.30pm Monday to Thursday, with half an hour for lunch; 9.00am to 3.00pm Fridays in summer, 9.00am – 1pm Fridays in winter.

This role will necessitate some out of regular hours working.

Holidays:

28 days including bank holidays.

Jewish Festivals:

JVN is closed for Jewish festivals when they fall on working days (Rosh Hashanah, Yom Kippur, Pesach, Shavuot, Sukkot – first two days and Shemini Atzeret and Simchat Torah).

Location:

This role is based at the JVN offices in Bet Meir, Schaller House, Albert Road, London NW4 2SJ.

Travel around London will be required as part of the role, as well as occasional visits to the Manchester office.

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Person Specification

Skills & abilities

Essential:

- Passion for and experience of volunteering
- Ability to inspire and motivate people and bring them with you
- Excellent interpersonal and verbal communication skills
- Excellent professional and creative writing skills
- Flexible approach to a range of tasks
- Ability to work on several projects to deadlines in a busy environment and see them through to completion
- Efficient and effective organisation and administration
- Ability to plan and initiate work effectively, both independently and as working as part of a team
- Strong team player ethos
- Methodical and high attention to detail
- Proficient IT skills (Word, Excel and PowerPoint)
- Keenness to learn and develop new skills

Desirable:

- Website/app content design experience
- CMS/Database experience
- Charity sector experience
- Knowledge of the Jewish community