

Volunteer Co-ordinator

Hours: 12 hours a week to be worked flexibly including evenings and weekends

Rate of Pay:

£8 an hour. Tax and insurance as per government legislation

Initial 9 months (possibly continuing subject to funding)

Main duties:

Recruiting volunteers for the soon to be opened Suite.

Providing any in-house training required and arranging accredited training.

Liaison with CVS and Volunteer Bureau.

Responsible for DBS checks, safeguarding training etc. Liaison with the WCLC Safeguarding Officer

Supervision and support of volunteers

Helping groups wishing to use the Centre/Suite to find volunteers/funding.

Initial start-up of Pop-up Café one morning and one afternoon a week.

Possibility of additional hours covering in the Community Centre

Responsible to:

Board of Trustees of Wonford Community and Learning Centre

We are looking for an enthusiastic individual with excellent organisation and communication skills. Relevant experience and a knowledge of the Wonford area are desirable but not essential.

Please apply by sending a CV and a covering letter to:

The Phoenix Sub-Committee, Wonford Community and Learning Centre, Wonford District Centre, Burnthouse Lane; Exeter EX2 6NF

Or email your CV and covering letter to [wclcentre@outlook.com](mailto:wclcentre@outlook.com)