



## **JOB DESCRIPTION**

### **VOLUNTEER CO-ORDINATOR AND COMMUNITY OUTREACH**

**Salary:** £27,500 FTE per annum (gross)

**Contract Type:** Permanent

**Location:** Unit G, Queens Road, Barnet, EN5 4DJ

**Hours:** 35 hours per week, including two evenings a month (Time in Lieu will be given)\*

**Additional Requirements:** This role will require a DBS check.

\* Our staff members work flexibly in different ways, including part-time arrangements. Please discuss your flexibility needs with us during the interview. We may not be able to cater to every request, but we will do our best to accommodate your needs.

#### **About Sebby's Corner**

Sebby's Corner is based in Barnet, EN5 and our aim is to ensure that no child goes without basic essentials. We supply items such as clothing, nappies, formula and baby equipment to local families living in poverty. Families in need get referred to us by social workers, health visitors, family support workers, midwives and other professionals. We work with almost 800 different referral partners across 400 different organisations.

We also offer school uniform support and we have a Birthday Club that ensures that a child who would otherwise go without has a gift, cake, balloons and decorations to celebrate their special day. At Christmas, we host a Grotto where parents can come and choose a gift for their child at no cost. We have a new partnership with Citizen's Advice Barnet that allows families to book an appointment with an advisor at our hub.

In addition to our baby bank services, we work to engage and inspire the community through fundraising, volunteering opportunities, and outreach programmes. At Sebby's Corner, we believe that a connected community can make a lasting impact, and this role is pivotal to achieving that. We're a passionate team making a tangible difference in the lives of vulnerable children and we'd love you to join us.

#### **About this role**

**Purpose of role:** We are looking for a dynamic and organised Volunteer Co-ordinator and Community Outreach Officer to join our team. This role will focus on managing and growing our network of volunteers while also strengthening relationships with the community through outreach initiatives. You will play a key role in recruiting, supporting, and retaining volunteers for our hub and community programmes, as well as leading fundraising initiatives to engage schools, businesses, and individuals

#### **Key Tasks and Accountabilities**

##### **Volunteer Management**

- Oversee the day-to-day management of volunteers, ensuring tasks are clearly defined and their time is used productively.

- Develop and implement volunteer recruitment strategies to attract new volunteers and new hub leaders including targeted campaigns and partnerships with local schools and community organisations.
- Create and maintain a volunteer database, tracking availability, skills, and engagement.
- Deliver volunteer induction sessions and ongoing training as needed.
- Build a welcoming and inclusive volunteer culture, ensuring volunteers feel valued and motivated.

### **Community Outreach**

- Represent Sebby's Corner by speaking at schools, community groups, and local businesses to promote our mission and encourage support.
- Develop and deliver outreach programmes to inspire community involvement, such as fundraising initiatives and challenge events.
- Act as a key contact for schools, organising donation drives and volunteer days.
- Recruit participants for fundraising activities such as marathons, walks, or bake sales.
- Send thank-you letters and certificates to fundraisers and donors, recognising their contributions.

### **Event Planning and Support**

- Assist in planning and running Sebby's Corner events, including seasonal fundraisers and awareness campaigns.
- Support the organisation and delivery of volunteer and community recognition events.

### **Administrative Duties**

- Maintain accurate records of volunteer hours, community partnerships, and event outcomes.
- Develop reports and insights on volunteer and outreach activity to inform future strategy.
- Support the team with general administrative tasks related to volunteers and community outreach.

## **About your skills and experience**

### **Essential**

- Excellent communication skills, both written and verbal.
- Experience managing and recruiting volunteers.
- Ability to organise and prioritise multiple tasks effectively.
- Comfortable speaking to groups and delivering presentations.
- Strong relationship-building skills and a passion for community engagement.
- Proficiency with Microsoft Office 365 (Outlook, Excel, Word)

### **Desirable**

- Experience working in the charity sector.
- Knowledge of volunteer management best practices.
- Experience planning or supporting fundraising events.
- Full, clean driving licence

## **What we can offer**

### **Salary and pension**

The salary for this role is £27,500 annum FTE (this will be pro-rated to reflect your working hours if you work less than 35 hours per week and is subject to normal deductions). If eligible to join the pension, we will match your contributions by 5%.

**Annual leave**

You will be entitled to 25 days of annual leave plus bank holidays (these will be pro-rated to reflect your working hours if you work less than 35 hours per week). We usually give the team time off between Christmas and New Year that doesn't come off your allowance.

**Application process**

The deadline for applications is 12noon, Friday 21<sup>st</sup> February 2025 with interviews week commencing 24<sup>th</sup> February 2025.

To apply, please email your CV and your answers to the 4 questions below to [bianca@sebbyscorner.co.uk](mailto:bianca@sebbyscorner.co.uk). Please use no more than 300 words for each question.

1. Why do you want to work for Sebby's Corner and what about our work inspires you?
2. What skills and experience would you highlight that are relevant to this role and our work at Sebby's Corner?
3. How have you successfully built and managed relationships with volunteers or community groups?
4. How would colleagues and friends describe you?