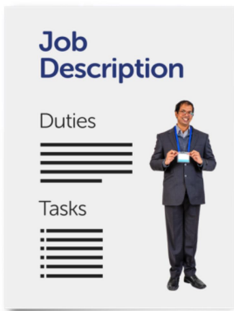
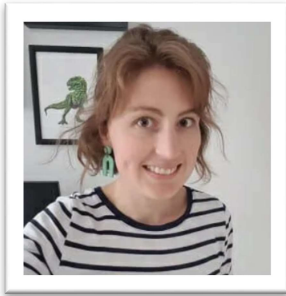


Volunteer Coordinator

Job Description



This document is about a job at Generate called Volunteer Coordinator.



Your manager will be Kate Tokley, who is the Inclusion and Engagement Manager at Generate.



The job is for 1 year.



The job is for 2 days a week.



The pay is £13.50 an hour.



The job is to work with one other Volunteer Coordinator to run Generate's new volunteering project.



This will help people with learning disabilities to be volunteers in the community.



A lot of people have been lonely or isolated during the Covid-19 pandemic.



This project will help them to meet people and do new things.



What things will you need to do?



You will work in a team with another Volunteer Coordinator .

One Volunteer Coordinator will have a learning disability and one will not.



You will find and train “volunteer buddies” who will support others to volunteer.



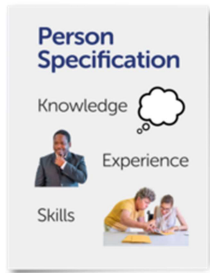
You will find people with a learning disability who want to volunteer and give them a volunteer buddy.



You will meet with volunteers and find out what they are interested in.



You will find out about all the different kinds of volunteering people could do in the local area.



What knowledge, experiences, and skills do you need?

We are looking for somebody who is good at:



- Talking to people.



- Inspiring people to try new things.



- Keeping good records of what you are working on.



- Finding out about things that are happening.



- Working in a team with other people.