

Job Description

Job title:	Volunteer Co-Ordinator
Responsible to:	Fundraising and Finance Officer & Board
Job purpose:	To oversee the recruitment, management and training of volunteers for Maternity Worldwide
Hours:	1 day per week (negotiable) to be based in the Brighton office.
Salary:	This is a voluntary role. Travel expenses will be reimbursed in line with our Volunteer Policy.

Maternity Worldwide exists to help reduce the number of women dying or injured in childbirth. We are one of the UK's leading charity dedicated to saving lives in childbirth overseas.

Maternity Worldwide is an international non-governmental organisation (INGO) with one member of paid staff (in the UK) and a network of volunteers. The organisation was started in 2002 and has grown both in income and diversity of programmes. You can read more about the organisation, our work and the issues around maternal mortality on our website: www.maternityworldwide.org.

To help us expand further and consolidate our work, we now need an energetic volunteer co-ordinator to oversee the recruitment, management and training of a variety of volunteers.

Role Summary

The volunteer co-ordinator (VC) will work closely with the Fundraising and Finance Officer to identify potential volunteer roles and person specifications for these roles. The volunteer co-ordinator will be responsible for the recruitment process including the creation and regular updating of the Volunteer Handbook, the Volunteer Policy, Volunteer Application Form and the Volunteer Agreement. The VC will create suitable adverts for the roles and will oversee the application process. Interviews for new volunteers will be held with the VC and Fundraising and Finance Officer.

The VC will be responsible for the induction, training and monitoring of all volunteers.

Person Specification

The ideal candidate will have experience of managing staff previously, ideally volunteers in the third sector and will be able to volunteer for at least one day a week.

Essential

- Experience of staff or volunteer management and recruitment
- Able to commit at least one day a week to attending the office
- Excellent communicator who is comfortable working with a range of people
- Excellent organisational skills with the ability to multi-task
- Able to professionally represent Maternity Worldwide
- Previous experience of working for, or volunteering for a charity

Desirable

- Experience of maternal health and working or travelling in Africa
- Experience in delivering training and facilitation

To Apply

Please send your CV and a cover letter detailing your skills and experience, suitability for the role and why you would like to be involved with Maternity Worldwide to vacancies@maternityworldwide.org or post to Maternity Worldwide, Community Base, 113 Queens Road, Brighton, BN1 3XG to arrive before the deadline.

Maternity Worldwide is an equal opportunities employer. Please also complete and submit an equal opportunities form with your application (available from our website), these will be analysed separately from your application and remain anonymous.

Closing Date: Friday 13th June 2014 6pm