



## **BATH WELCOMES REFUGEES**

### **Volunteer Coordinator**

Bath Welcomes Refugees (BWR) was established in 2015 with the sole aim of bringing to safety and security in the UK those people persecuted and in danger in their own countries, and in particular to help them settle in Bath or the surrounding area.

We are still a relatively young organisation currently supporting around 100 refugees and asylum seekers. At present we are an entirely voluntary organisation depending upon the enthusiasm, invaluable expertise, experience and dedication of our 100 plus volunteers covering a range of roles. Our main areas of activity cover practical help with housing, resettlement and integration in the community, English language support and guidance on employment and benefits.

We now need to strengthen the organisation and build capacity to support the families and individuals building a new life in and around Bath. To help us achieve this we are looking to recruit a part time **Volunteer Coordinator**.

This is an entirely new and evolving role which you will be able to develop. Initially you will work with the Chair, Language Support Coordinator and Membership Secretary providing administrative support with emphasis on the coordination of volunteers and the membership.

### **To be successful in this position, you will need to be**

Someone who has the ability to develop relationships with volunteers, clients and other stakeholders, is resourceful, collaborative and enjoys working with others with diverse experiences and backgrounds. You should be able to work remotely on your own initiative, be highly organised and efficient. You should empathise with BWR's aims, be flexible and non-judgemental.

### **Ideally your experience will include**

- ❖ Working with volunteers in the charity, not-for-profit sectors.
- ❖ Recruiting, training and managing volunteers.
- ❖ Supporting and developing volunteers in their roles.
- ❖ Working with CRM databases.
- ❖ Understanding of the data protection requirements in respect of volunteers and the organisation as a whole.

### **Outline of the Role**

You will be the key volunteer contact, recruiting, training, carrying out background and DBS checks and supporting volunteers in their various roles across the organisation. Reporting to the Chair, you will work with and support Team Leaders to enable BWR to meet its aims.

- ❖ Liaising with the Language Coordinator and volunteers to ensure we provide effective language tuition to our families and individuals to meet their individual specific needs.
  - Monitoring progress and ensure that records are kept up to date.
  - Providing analysis of activities as required from time to time.
- ❖ Liaising with the Membership Secretary to ensure membership applications are processed timely and the system is updated with all relevant information.
  - Maintaining the membership database.

- ❖ Assisting with the set up and populating of a new Case Management System.
  - Liaising with IT Support in relation to the website and other digital communications.
- ❖ Supporting the Trustees and members of the Management Committee from time to time.

Although this is a part-time role working from home there will be occasions when you may be required to attend events either during the evening or at weekends within the Bath and surrounding area.

The role is initially based on 16 hours per week but will be reassessed after an initial period when the successful applicant will have a better idea of the actual scope of the role. The salary is £20-24k pa pro rata (commensurate with experience).

The role will require an enhanced DBS check.

To apply for this role please provide an up to date CV with a covering letter explaining in less than 200 words why you would be ideal for the role.

Applications to be emailed to [vi.jensen@bathwelcomesrefugees.org.uk](mailto:vi.jensen@bathwelcomesrefugees.org.uk) by 2 November 2020. Applications will be reviewed as received.

Interviews will be held: Week commencing 9 November 2020

For more information please see Detailed Job Description and Chart of BWR Activities.