



**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. We are a volunteer led organisation which depends on its 100 plus volunteers and their enthusiasm, invaluable expertise, experience and dedication. They cover a range of activities, practical help with housing, resettlement and integration in the community, English language support and guidance on employment and benefits.

In order to strengthen the organisation and build capacity to support the families and individuals building new lives in Bath, we are looking to recruit a part time **Volunteer Coordinator**. Reporting to a Member of the Management Team you will liaise with, coordinate and support volunteers and our Team Leaders as well as providing administrative support.

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

Empathetic with BWR's aims, non-judgemental and flexible around working times.

Have the ability to develop relationships with volunteers, clients and other stakeholders, be resourceful, collaborative and enjoy working with others with diverse experiences and backgrounds.

You should be able to work remotely on your own initiative, be highly organised and efficient.

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.
- ❖ An 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, co-ordinating training, carrying out background and DBS checks and supporting volunteers in their various roles across the organisation. 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 ensuring 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 promptly and the system is updated with all relevant information.
- ❖ Maintain our 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.

This is a part-time role working from home, but you may be required to attend events either during the evening or at weekends within the Bath and surrounding area.

The role is based on 16 hours per week with a pro rata salary of £20-24k full time equivalent (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 by 25 July 2021. Applications will be reviewed as received.

Interviews will be held: Week commencing 2 August 2021.

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