

JOB DESCRIPTION

JOB TITLE: Volunteering Operations Coordinator

REPORTS TO: Director of Development & Fundraising
LINE MANAGEMENT RESPONSIBILITIES: Director of Development and Fundraising
LOCATION: Negotiable; the offices of Church Urban Fund (currently Church House, Great Smith Street, LONDON SW1P 3AZ)
HOURS: 21 hours/week
SALARY: £16,800 p.a. (£28K FTE) plus pension contribution

PURPOSE OF THE POST

The Church Urban Fund sees a time when every church in every community will be engaged in tackling poverty in England by giving time and money and through action and prayer. Key to this is nurturing a culture of volunteering and participation.

The Volunteering Operations Coordinator will help to realise this vision locally, working with Joint Ventures, Anglican Dioceses & other church organisations across England working specifically with Joint Ventures in Newcastle, Birmingham and Truro to:

- Promote volunteering – Create awareness and understanding about the key role congregations have in tackling poverty together and the need to act together – both rich and poor – through volunteering.
- Help equip Joint Ventures with tools and tactics – enabling people in poorer churches to volunteer
- Manage the website – promoting the 'Do-it' pages of Church Urban Fund website, ensuring the effective use of this key resource
- Work with Joint Ventures (JV's) to build networks of volunteers – growing the contribution of churches and support for volunteers working to tackle poverty.

SUMMARY

The Volunteer Operations Coordinator will work as part of the Development & Funding team, promoting volunteering via the CUF Do-it website and the emerging network of Joint Ventures, extending the capacity of clergy, church leaders, youth and community workers to identify volunteering opportunities and recruit and retain effective volunteers.

PRINCIPAL DUTIES

VOLUNTEER DEVELOPMENT

- To work with JV's and churches to devise, develop and help implement plans to identify, recruit, induct, train and support volunteers in poor communities to meet locally defined objectives.
- To work with JV's and churches to market volunteer roles and recruit volunteers into clearly defined roles related to tackling poverty together.
- Promote working partnerships between JV's and voluntary organisations,

