



VOLUNTEER PROJECT COORDINATOR – JOB DETAILS

Title:	Volunteer Coordinator
Employer:	Improving Lives Plymouth/Royal Navy Family & People Support
The post is managed and administered through Improving Lives Plymouth (ILP).	
Posted:	Monday 8 November 2021
Contact:	Nicky Ransley – 01752 55041
Location:	Plymouth
Contract:	12 months (subject to further funding)
Hours:	18 hours per week.
Salary:	£11.20 per hour.

Royal Navy Family & People Support (RN FPS) is a MOD Royal Navy organisation that provides accessible support services that strengthen and enhance the resilience and resourcefulness of Naval Service Personnel, their families, and communities.

RN FPS Offers proactive and reactive projects, which include: Deployment support, youth and play work, youth forum work, child and family centred activities, social events, trips and residential events.

We are looking for a Volunteer Coordinator based in the Plymouth area, to continue the development of an effective volunteer force to work within RN FPS new and existing projects.

In this key role, the successful applicant will be responsible for all aspects of volunteer recruitment, including identifying new volunteers, induction, and retention and developing volunteering opportunities.

The successful candidate will have experience of Youth and Community work, volunteering, people management and development.

They will be able to demonstrate empathy with service users and be passionate about volunteering and the delivery of cutting-edge provision.

Good candidates for this role will be personable and able to establish, develop and maintain fruitful relationships with people at all levels and from a variety of backgrounds. They will also inspire the volunteer workforce.

Candidates will be conscientious administrators who can plan, organise, think creatively, and manage their own work.

Candidates must be able to cope with multiple demands, stretch targets and grasp new information will be an advantage. Candidates must be ITC literate and be able to work effectively and in confidence.

This is a part-time (flexible) post. Candidates may be required to work unsociable hours (evenings and weekend) depending on the needs of the organisation. Some travel for (training purposes) and overnight stays may be required.

The post holder will work in accordance with all safeguarding requirements and undergo relevant checks.

Candidates who use their own vehicle for business purposes will receive a mileage allowance.

Closing date for applications: Tuesday 23 November 2021

Interview date: 6 December 2021

To receive an application form contact: <https://forum.royalnavy.mod.uk>