

**Job Title: Volunteer Coordinator**

**Reports to: People and Facilities Director**

**FTE: Full time, Permanent. 37 hrs per week over 5 days**

**Location: Hybrid working – 2 days from home and 3 days per week (including Thursdays) from our Central London Office**

**Salary: £26,648 - £29,200 depending on skills & experience**

Are you interested in working for an organisation making a real difference to the lives of blind and partially sighted children and young people?

Here at the Royal Society for Blind Children we believe that every blind young person should have the chance to live life without limits. Our values of Trust, Energy, Ambition, and Motivation underpin everything we do, and by giving young people the essential skills to take control of their life, they can unleash their true potential.

We are looking for a volunteer coordinator to:

* Manage our team of services and community volunteers
* Recruit nationally, onboard them and provide them with training, guidance, assistance, and support to ensure they have a positive volunteering experience with RSBC and act as ambassadors for the Society
* Provide volunteers across all areas of the organisation to ensure the efficient delivery of our activity programmes nationally and to establish community fundraising networks across England and Wales
* Work with the People and Facilities Director to develop recruitment strategies, acquire volunteer partners, and to deliver blended digital and face-to-face volunteer induction and training programmes.

The post holder will have a minimum of a Level 2 qualification in Maths and English or equivalent, proven ability to recruit, onboard and train volunteers, excellent relationship building skills and a successful track record of engaging and managing volunteers to support a broad range of activities.

**What we offer:**

In return we offer a competitive range of benefits including a generous annual leave allowance of 28 days (rising to 29 days after 3 years’ service) + bank holidays, Employee Assistance Programme, Perkbox benefits portal, flexible working opportunities, 3% contribution towards pension, and a season ticket loan. We are a welcoming, diverse and inclusive workforce and are a Disability Confident Employer. We also hold the Investors in People Silver Award.

**For further details on the role, please refer to the Job Description and Person Specification.**

<https://www.rsbc.org.uk/work-for-us/>

**Please apply by emailing your CV and a supporting statement which details how you meet the requirements of the role and person spec to** **recruitment@rsbc.org.uk**

**Closing date: 20 February 2025 but will be reviewing applications as they come in**

**Interview: Initial interview date of 18 February 2025**

The Society is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. Therefore, all posts are subject to an Enhanced Disclosure check from the Disclosure and Barring Service and 2 satisfactory professional references. Registered Charity No.307892