



JVN Volunteer Development Coordinator

Role Description

May 2022

Our Purpose

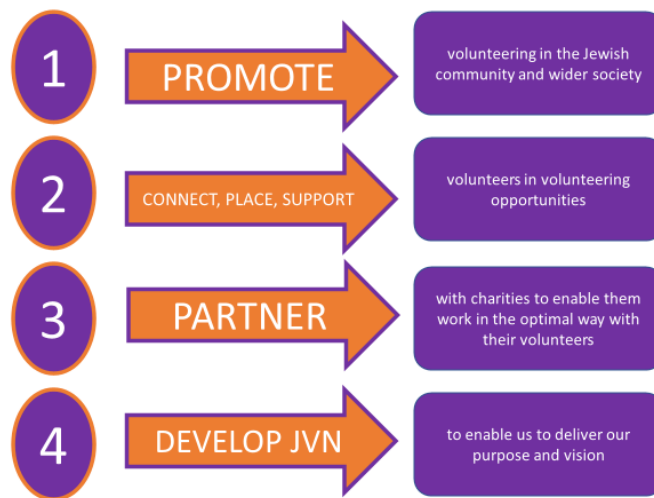
We believe that volunteering changes lives, communities and society and everyone can be encouraged to do it.

The Jewish Volunteering Network (JVN) exists to promote volunteering and connect and support volunteers for the benefit of charities across the Jewish community and wider society.

Our Vision

JVN will be the Jewish community's centre of volunteering excellence by 2023.

Our Strategic Objectives



Our Values

- We promote volunteering to all
- We apply the highest standards of integrity and transparency to all aspects of our work, acting ethically in all we deliver
- We are guided by the imperatives of *Tikkun Olam* (healing the world) and *Gemilut Chasadim* (acts of kindness)
- We work respectfully across all communities
- We believe that volunteering should be a positive, safe, and rewarding experience for the volunteer and those people they are helping

JVN Volunteer Development Coordinator

The Role

This role is essential to JVN's activities. The successful candidate should have an interest in working in the voluntary sector and this position is pivotal to ensuring JVN achieving our purpose. This role draws on a wide range of skills crossing over people, writing, marketing, IT and organisation. It brings the opportunity to:

- Support charities in finding and developing their volunteers
- Enable volunteers to find their ideal volunteer role
- Promote volunteering across various media

You will have several areas of responsibility and will need to approach the work with a high degree of commitment and flexibility.

Reporting to

Charity Engagement and Volunteering Manager

Hours

This is a full-time role (see hours on p.3). Since all other staff and volunteers are part time, this role will provide continuity within the team.

Responsibilities

Connect, Place and Support Volunteers

- Act as one of the initial contacts for prospective volunteers who approach JVN, including monitoring info@ and Tawk; offer advice on use of the website to find suitable volunteering opportunities
- Work with Volunteer Broker and JVN volunteer team to ensure charities respond to communication between themselves and prospective volunteers
- Promote one-off volunteering opportunities to prospective volunteers and record data
- Help recruit, brief and manage volunteers for specific large-scale events (eg Maccabi Fun Run)
- Support JVN teams to promote and deliver training sessions for prospective volunteers and arrange volunteer recruitment fairs.

Partner with Charities

- Support the Charity Engagement and Volunteering Manager to support and maintain relationships with all charities connected to JVN
- Account manages, selected charity partners, building strong relationships with their key staff. Contact them regularly to ensure they receive membership benefits and encourage them to place all their volunteering opportunities on our website
- Provide support for charities in uploading volunteering opportunities onto the JVN website, including improving volunteer adverts which will increase the chances of successful recruitment

- Work with JVN teams to obtain and analyse regular feedback from charities on those volunteers who have applied and been placed
- Engage new charities to start using the JVN website and become a JVN partner

Specific Projects

- Lead with nominations and judging for the annual JVN Celebration of Volunteering Awards, working with charities to provide nominations, JVN marketing team to promote the event, support the judges panel and be involved with all aspects of organising the event
- Work with JVN team to ensure active engagement with key events such as Volunteers Week (June) and Trustees' Week (November)
- Administer the Board Building Framework with bespoke processes for charity trustee boards

Promote Volunteering & Training

- Create regular opportunity emails to volunteers, including targeted emails to those who have specific interests – one off volunteering, trustee roles, emergency call out
- Create regular emails to volunteer teams at Charities promoting JVN training and social media
- Regularly check opportunities on the JVN website to best promote existing and new roles to volunteers
- Organise and promote specific volunteering opportunities towards targeted projects (such as Seasonal Volunteering, Family Volunteering) and those for target groups (such young adults, retirees)
- Work closely with the Communications Manager to create content for volunteering campaigns, website, marketing materials for specific training events and volunteer fairs.

Additional duties

- Providing office and IT/technical and database support as needed.
- Represent JVN at various events.

This description may not reflect all tasks you may be asked to perform

This organisation is an equal opportunity employer and welcomes applications from all members of the community.

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Person Specification

Skills & abilities

Essential:

- Passion for and experience of volunteering
- Excellent interpersonal and verbal communication skills
- Excellent professional and creative writing skills
- Flexible approach to a range of tasks
- Ability to work on several projects to deadlines in a busy environment
- Ability to seeing project through to completion
- Efficient and effective organisation and administration
- Ability to plan and initiate work effectively, both independently and as working as part of a team
- Strong team ethos
- Methodical and high attention to detail
- Proficient IT skills (Word, Excel, Canva and Powerpoint)
- Keenness to learn and develop new skills
- Ability to manage a changeable work plan and priorities.

Desirable:

- Website/app design experience
- CMS/Database experience
- Charity sector experience
- Knowledge of the Jewish community

Salary:

£26,000 per annum depending on experience

Working Hours:

JVN's working hours are Monday to Thursday 9.00am-5.30pm, Fridays 9.00am-1.00pm (winter), 9.00am-3 pm (summer) with half an hour break for lunch (unpaid). There will be some evening and weekend work.

FTE: 36 hours pw (summer), 38 hours pw (winter).

Holidays:

28 days including bank holidays when they fall on working days.

Jewish Festivals:

JVN is closed for Jewish festivals when they fall on working days (Rosh Hashanah, Yom Kippur, Shavuot, Sukkot – first two days and Shemini Atzeret and Simchat Torah).

Location:

This role is based at the JVN offices in Bet Meir, Schaller House, Albert Road, London NW4 2SJ.

Travel around London will be required as part of the role, as well as occasional visits to the Manchester office.