



ROLE DESCRIPTION

Title: Volunteer Co-ordinator

Hours: Around 6 hours per week (voluntary with option for flexible working)

Location: Based out of our offices.

The Waterfall:

The Waterfall is a registered charity that aims to provide rehabilitative support for women with drug and alcohol addictions. We are currently running a structured Day Recovery Programme that will enable women to access high quality recovery support that is targeted at the specific needs and issues they face.

We have exciting ideas for the future, for example setting up a social enterprise to make us sustainable and to provide intermediate employment opportunities for women. We would also love to offer more days, a broader range of activities and eventually a residential programme.

Summary of Job:

We are looking for an enthusiastic, motivated and committed individual to support and coordinate our team of volunteers.

We currently have five Recovery Support volunteers who each meet once a fortnight with a woman on the programme. These volunteers must also attend regular supervision and Reflective Practice. Other volunteers deliver specific activities, provide administrative support, organise events, or support the Recovery Workers in group sessions.

We would need you to help recruit more volunteers as the programme grows and ensure they know when they are needed and what is expected. You would help them with expenses and ensure that DBS are completed. You would work closely with the staff team to ensure that we worked well with our volunteers – supporting and communicating with them effectively.

We would also need you to help recruit volunteers for specific fundraising events. This is most likely to be for a one-off event, such as joining the team of Waterfall 'mile markers' at the Southampton Marathon or helping at a community fundraising event.

We want our volunteers to know they are valued and supported in the role they have at the Waterfall and you would be key in ensuring this was the case.

Role Specification:

Specification	Essential	Desirable
Qualifications and Experience	Educated to at least GCSE standard or equivalent. Experience of managing people.	Experience of supporting and managing volunteers. Experience of recruiting volunteers. Experience of volunteering.
Skills and Abilities	A 'people person' who is able to take responsibility and work with others. Good communication skills. Manage time effectively. Use of IT to support a wide range of office based tasks, including email, MS Office and internet. Able to prioritise and problem solve. Ability to build good relationships with staff and volunteers. Ability to maintain records.	Awareness of the needs of volunteers. Familiar with Google Drive. Able to travel within the area if required.
Personal Qualities	Positive and 'can-do' attitude. In agreement with the Christian ethos of The Waterfall Trust.	Motivated by an interest in helping women overcome addictions.

How to apply:

Please complete a volunteer application form and send it along with your C.V. and a covering letter by email to pete.white@thewaterfall.org.uk or by post to The Waterfall Trust, 11th Floor, Dukes Keep, Marsh Lane, Southampton, SO14 3EX.

To speak to someone about the post please call 02380 225463

Closing date: Open until filled.