

Volunteer Volunteer Co-ordinator

Coventry Cyrenians Ltd – Registered Charity No 502421

Why do we need you?

A leading local homelessness organisation we have been dedicated to providing services for over 40 years. We directly provide more supported accommodation for single homeless people in Coventry than any other single organisation and receive no contract or grant funding locally. We therefore rely upon the goodwill of the local community to continue our work. Volunteers join us for various reasons but all are a key component of our organisation. Volunteering gives people the opportunity to both 'give something back' and gain new skills, experience and qualifications, often leading to paid employment. This post is therefore a crucial contribution to the success of our organisation.

What is the role?

- Advertising and recruitment of volunteers via a range of means, liaising with potential recruits
- Checking background/references etc and assessing individual training needs of new recruits
- Carrying out a standard induction and introducing recruits to the organisation and their role
- Acting as a main contact point and support for volunteers arranging meetings and gathering feedback to enable us to streamline our services
- Keeping abreast of good practice in volunteering and making appropriate recommendations

What do I need?

- The ability to offer 2 or 3 days a week
- A self-starter with the ability to work without close supervision
- The ability to organise own workload; meet deadlines; and to deal with members of the public and colleagues in a friendly and professional manner
- The ability to work as part of a team with other volunteers and staff
- Reasonable IT skills including use of Word, spread sheets and emails

What we can offer you?

- Flexible working hours
- A thorough induction and on-going appropriate training (including certificated if desired)
- The opportunity of meeting and working with warm and friendly like-minded people
- Reimbursement of out-of-pocket expenses when on duty (including lunch on full days)
- The assurance of working with a highly experienced and effective organisation

Why volunteer for Coventry Cyrenians?

We have a highly successful track record of finding innovative ways of delivering services and provide individualised support to promote and enhance the life chances of people who are homeless empowering them to live as independently as possible. Your contribution will be supporting an effective charity that concentrates all its efforts on delivering services locally.

How can I apply?

- By downloading a volunteer application form from our website www.coventrycyrenians.co.uk;
- By emailing us for an application form at volunteering@coventrycyrenians.org;
- By giving us a call on 024 7622 8099; or
- By calling at our office: Oakwood House, Cheylesmore, Coventry CV1 2HL

If you would like an informal chat about volunteering with us, please feel free to give us a call.