



**Volunteer
Coordinator
job pack**



The Girls' Brigade England & Wales, is a registered charity (Registration Number: 206655) and a Company Limited by Guarantee (Number: 00206877), registered in England and Wales at Cliff College, Calver, Hope Valley, Derbyshire, S32 3XG.

Job description

Job title:	Volunteer Coordinator
Responsible to:	Operations Manager
Hours:	Fixed term for 1 year, 35 hours per week
Salary:	£27,300 per annum
Location:	Home based with occasional travel
Holidays:	28 days plus bank holidays

Objective of the Role

The Volunteer Coordinator supports, equips, and encourages volunteers across the organisation so they can deliver high quality, safe, and Christ centred programmes for children and young people and ensure the longevity of the group through volunteer succession planning.

A key part of the role is helping volunteers develop the confidence and skills to use the practical tools provided by Girls' Brigade to fundraise for their own groups, ensuring long term sustainability and growth.

Key Responsibilities

Volunteer Support & Coordination:

- Build positive, supportive relationships with volunteers across local groups.
- Provide regular communication, encouragement, and practical guidance to help volunteers thrive in their roles.
- Assist with volunteer recruitment, onboarding, and induction processes.
- Help volunteers understand organisational policies, safeguarding expectations, and best practice in youth work.
- Signpost volunteers to training opportunities, resources, and development pathways.

Fundraising Support for Local Group:

- Equip volunteers with simple, achievable fundraising ideas suitable for their local context.
- Provide templates, toolkits, and step by step guides for events, grant applications, sponsorship activities, and online giving.
- Offer one to one support to volunteers who feel unsure or inexperienced in fundraising.
- Encourage a culture of confidence and creativity around fundraising, helping volunteers see it as part of their ministry rather than a burden.
- Help groups identify local funding opportunities, including community grants, church partnerships, and local business support.
- Celebrate fundraising successes and share good practice across the organisation.

Communication & Relationship Building:

- Maintain regular contact with group leaders and volunteers through email, phone, and occasional visits.
- Share updates, resources, and stories that inspire and strengthen the volunteer community.
- Work collaboratively with staff and trustees to ensure volunteers feel valued and connected to the wider mission.
- Promote unity, encouragement, and a sense of shared purpose rooted in Christian values.

Administration & Record Keeping:

- Keep accurate records of volunteer contact details, training, and support needs.
- Track fundraising activities and outcomes to help groups learn what works well.
- Assist with preparing simple reports for trustees or leadership teams when required.
- Ensure all volunteer information is handled confidentially and in line with data protection requirements.

Embodying Christian Values:

- Model Christ centred leadership, humility, and compassion in all interactions.
- Encourage volunteers in their own faith journey and help them see their service as ministry.
- Promote an inclusive, welcoming environment where every volunteer feels valued and supported.
- Pray for volunteers and groups as appropriate, and uphold the spiritual ethos of the organisation.

Skills & Qualities Needed

- Warm, encouraging, and approachable manner.
- Strong organisational and communication skills.
- Ability to build trust and positive relationships with a wide range of people.
- Confidence in supporting others to learn new skills, especially fundraising.
- Creativity and problem solving ability.
- Understanding of safeguarding principles (training provided).
- Commitment to the Christian ethos and mission of the organisation.
- Ability to work independently and as part of a wider team.

SAFER RECRUITMENT

This post will follow our safer recruitment processes, including DBS check and references.