



JOB DESCRIPTION

Growth and Retention Co-ordinator

20 Hours a week, Term-time only*

Flexible hours to suit requirements, some evenings and weekends will be required

£12 per hour

Work from home

Overall purpose of job

To enable growth in volunteer membership numbers within Girlguiding Hertfordshire and support existing volunteers to develop into qualified leaders. The role also focuses on ensuring the recruitment process is smoother and quicker for all involved and that a suitable placement is found. The retention of volunteers is another area of responsibility, working with individuals to check they are in the right role and assisting a change where required.

Main areas of responsibility

Promoting Volunteer Opportunities

- Encourage new volunteer membership by organising and running recruitment campaigns and events
- Work with the PR team to promote volunteer opportunities
- Work closely with local commissioners to identify specific volunteer needs

Support new volunteers

- Respond to all volunteer enquiries and work with local units and commissioners to find them roles
- Follow up with new volunteers to ensure their placement is right for them
- Support new volunteers through the recruitment process, including DBS checks and safeguarding training

Leadership Development Programme

- Work with local commissioners to encourage unit helpers to embark on the Leadership Development Programme where appropriate
- Manage a team of volunteer leadership development mentors, maintaining their training and role duration
- Pair volunteers with mentors

Knowledge and skills

Have excellent inter-personal and communication skills

Work well as part of a team

To be able to work using own initiative and be proactive

Demonstrate flexibility

Project management

To use discretion and work with confidential information

Have excellent IT skills

Budget management

**less two weeks which will be spread during the school holidays as agreed with the County Commissioner*

Reports to: Girlguiding Hertfordshire County Commissioner