



Volunteer Coordinator (Corporate Volunteering)

Part time – 15 hours per week

The organisation:

Stripey Stork is a registered charity (1161613) who transform the lives of families in need through the simple act of recycling. We collect new and pre-loved items for babies and children - equipment, clothes, furniture, and toys - and distribute them to families across Surrey and surrounding areas. The families Stripey Stork help are facing a range of challenges including homelessness, unemployment, low wages/high living costs, long term ill health, and domestic abuse.

Stripey Stork believe that every child deserves the **same start** and that by sharing the items our families have outgrown we can support a circular economy in a focused and meaningful way.

Our vision is that **every child in Surrey** has access to the essential things they need to develop and meet their potential.

Our mission is to **alleviate the impacts of childhood poverty** by providing a practical way for families to help each other with kindness and purpose.

Meet us here: <https://youtu.be/CDZcFsz6ZAg>

Access our annual reports here: <https://stripeystork.org.uk/annual-reports/>

Overview of the role:

Stripey Stork are looking for a Volunteer Coordinator to join our team based at our second site in Redhill. Volunteers are at the heart of Stripey Stork, and this role will have a specific focus on supporting the many corporate partners who choose us for their team volunteering days. We provide a practical, purposeful volunteering experience that brings teams together and inspires them to support us further through first-hand experience of our core work and sharing stories of the impact of our work in the community. These team days help us raise vital funds and are an essential part of building long-term relationships with corporate supporters.

The role's main purpose will be to deliver an excellent team volunteering experience at our Redhill site (our campaign site, from where we run our School Days and Santa Stork campaigns), and to manage the admin of all corporate volunteering bookings. This is an operational role that will sit within the Volunteer Team but will work closely with the Corporate Fundraising team to ensure that the corporate volunteering work supports the building of longer-term relationships.

This role requires confidence, flexibility and excellent interpersonal and communication skills. You will be comfortable delivering a dynamic presentation to kick off each session and be able to think on your feet to pivot towards the current needs of the wider team, organise people and tasks effectively, and encourage meaningful engagement.

Our ideal candidate will have experience of working with volunteers or a similar outward-facing role, will have strong administration and organisational skills, a friendly and outgoing personality and be confident influencing people at all levels.

Key responsibilities of the role:

- Deliver an excellent team volunteering experience every time.
- Be a key part of the Stripey Stork Operations team, working closely with other volunteer coordinators and the Volunteer Team Leader to uphold the high standard of volunteering experience Stripey Stork is known for.
- Support the Operations team in delivering the core work of the charity, adapting tasks to meet priorities as indicated by demand and referrals need.
- Work with the Corporate Partnerships Manager to maximise the potential and engagement of all corporate relationships.
- Manage all admin associated with corporate volunteering, with reference to all company policies and procedures associated with volunteering and data protection.
- Maintain appropriate volunteer records with appropriate sensitivity and adhering to data protection regulations.
- Maintain a good working knowledge of referrals trends and work priorities for the charity to provide up to date and meaningful information to corporate volunteers and choose tasks that genuinely support the work required at a given time.

Key attributes required for the role:

- A knowledge of the way Stripey Stork operates and support for our cause.
- Comfortable and confident with presenting to groups of people.
- Willingness to work flexibly on occasions – in terms of both time and task and potentially across our two sites.
- Willingness to complete First Aid, Health & Safety and Fire Safety training and to provide support to volunteers as required.
- Willingness to undertake DBS checks.
- Ability to remain calm under pressure.
- Sensitivity to the needs of different volunteers and ability to adjust the task to suit capability and preferences.

Please note the following:

- This role involves some lifting and carrying items like sections of cots, buggies, high chairs etc.

Salary and hours of work:

We are offering an FTE salary for the role of £25,007 pro-rated to 15 hours a week (based on working week of 35 hours).

The working hours will reflect our current [operating hours](#) (days to be agreed).

This role is offered in on a standard annual basis with 33 days holiday (including bank holidays). Flexibility around school holidays is possible.

The role holder will be eligible to join the company pension scheme (NEST).

Role reports to:

Volunteer Team Leader

Location:

The role is based at Raven House, 29 Linkfield Lane, Redhill, RH1 1JP.

Contract:

This is a permanent contract with an initial three-month review period.

To apply send a CV and covering letter including details of why you want to work for Stripey Stork and what makes you perfect for this role, to:

recruitment@stripeystork.org.uk by 12pm on Monday 15th April 2024.

To arrange a tour of the location prior to making an application please email

info@stripeystork.org.uk

Stripey Stork are working hard to create an inclusive team culture, reflecting the diversity of the community we serve. We are committed to making our recruitment process and roles accessible and encourage applications from people from a broad range of backgrounds and circumstances, including those who are under-represented, or have lived experience of the challenges facing families we support.