Job Description: Specific Accountabilities:

The Administrator – Volunteers has responsibility for the support and administration of volunteer management at Slough Foodbank. The role is varied and responsibilities include: supporting our Volunteer Coordinator to recruit and develop volunteers. The Administrator – Volunteers role will work closely with the Volunteer Co-ordinator and report into the Foodbank Manager.

Hours: 20 hours per week

Salary: £12,900 - £14,300 the employee will be expected to contribute to a workplace pension. 12 month fixed-term contract.

Volunteer Recruitment

- Administer volunteer recruitment process
- Set up interviews for potential volunteers between them and Volunteer Co-ordinator
- Support Volunteer Co-ordinator with administration as required

Volunteer Training

- Organise Volunteer Induction training sessions including invitations, refreshments and resources
- Analyse feedback from Volunteer training to see if any improvements can be made

Volunteer Rotas

- Administer volunteer rotas on Assemble to ensure all areas filled and send emails if required
- Liaise with any volunteers not active to see if they need to be archived or anything put in place to restart their volunteering
- Attend training on Assemble system

Volunteer Files

- Create digital files for all volunteers, ensuring all required paperwork is up-to-date and signed
- Archive volunteers files for leavers
- Shred any files no longer required according to our volunteer retention policies

Communications

- Be the first point of contact for any volunteer enquiries

Other

- Support corporate volunteering projects
- General office administration tasks to cover for other roles within the office, e.g. Foodbank Manager, Administration Manager
- Other tasks when required