



**Volunteer Co-ordinator,  
part-time role, 9-12 hrs per week, FTE £21,749**

**The Role:**

Work as part of the Friends office team in Queen Mary's Hospital SW15 5PN, responsible to the Chairman and Trustees for the recruitment, training and management of volunteers.

**Duties include:**

- Develop, implement, manage and monitor a programme of active recruitment across a range of electronic and traditional media
- Interview potential applicants to ascertain suitability
- Responsible for all appropriate volunteer HR admin i.e. DBS applications, Covid status, occupational health, hospital ID
- Ensure that all successful new volunteers are trained either by the coordinator or by existing volunteers
- Manage the rota in conjunction with the Secretary/Administrator. Currently, volunteers provide staffing for meet and greet, trolley service and ward befriending/parties.
- Liaise with ward personnel to understand what they need and how the Friends can help in developing suitable new opportunities for volunteers.
- Communicate with ward managers regarding programmes and availability of volunteers.
- Report on all volunteer activities to the Friends bimonthly Committee Meetings

**Experience/skills required:**

- Identification and evaluation of volunteer candidates
- Management of volunteers
- Organisational skills
- Administrative experience
- Computer literacy
- Understanding of online and traditional advertising

**Time Commitment:**

Flexible working to be agreed. Initially 2-3 days per week, 3-4 hours per day. One day to overlap with the Secretary Administrator. Pro-rata holiday and sick days after qualifying period.

Please send a covering letter and CV to [Friends.QMH@stgeorges.nhs.uk](mailto:Friends.QMH@stgeorges.nhs.uk)

Closing date September 5<sup>th</sup> 2022.

For more info on what we do please visit [www.friendsqmh.com](http://www.friendsqmh.com)