

Job Title: Recruitment Lead (Voluntary Position)

Organisation: Sevenoaks Welcomes Refugees (SWR)

www.sevenoakswelcomesrefugees.org

Location: Sevenoaks,

Position Type: Voluntary

Role Overview: As Recruitment Lead, you will work closely with the Volunteer Coordinator to support the recruitment efforts for our organisation. You will help develop and implement a recruitment strategy and plan to fill priority volunteer requirements, ensuring that we have the right people in place to support our initiatives.

Key Responsibilities:

1. **Volunteer Needs Assessment:** Collaborate with the Volunteer Coordinator to identify current and future volunteer requirements based on program needs.
2. **Recruitment Strategy:** Assist in developing and executing a recruitment strategy and plan, including outreach efforts, social media campaigns, and community partnerships.
3. **Advertising:** Help create engaging and informative volunteer recruitment materials, advertisements, and job postings to attract potential volunteers.
4. **Networking:** Support efforts to build and maintain relationships with local organisations/businesses, schools, churches, and community groups to identify potential volunteers and sources of referrals across the Sevenoaks District area .
5. **Application Screening:** Assist in reviewing volunteer applications and conducting initial interviews to assess candidates' suitability for various roles.
6. **Orientation and Training:** Collaborate with the Volunteer Coordinator to ensure that new volunteers receive proper orientation and training.
7. **Database Management:** Help maintain an organized database of potential and active volunteers, keeping accurate records of their skills, availability, and interests.

8. **Reporting:** Provide support in generating regular reports on recruitment progress, challenges, and recommendations for improvement.

Qualifications:

- 3-5 years professional experience in this area
- Passion for refugee support and integration efforts.
- Strong interpersonal and communication skills.
- Excellent organisational and time management abilities.
- Commitment to the mission and values of Sevenoaks Welcomes Refugees.
- Ability to work effectively as part of a team.

Benefits:

- The opportunity to make a meaningful impact on the lives of refugees in the Sevenoaks community.
- Gain valuable experience in recruitment and volunteer management.
- Be part of a supportive and collaborative volunteer team.

If you are passionate about refugee support and want to contribute your skills to help us build a strong volunteer team, we encourage you to apply for the Volunteer Recruitment Lead position at Sevenoaks Welcomes Refugees.

To express your interest, please email your resume and a brief statement outlining your motivation.

We welcome volunteers who share our commitment to making a positive difference in the lives of refugees.