

## Lead Volunteer Coordinator

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| <b>Position</b>     | Lead Volunteer Coordinator | <b>Reports To f</b> | BeMe Coordinator |
| <b>Organisation</b> | Academy Achievers          | <b>Rate</b>         | <b>N/A</b>       |
| <b>Location</b>     | Hybrid                     | <b>Date</b>         | 7th August 2024  |

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| <b>Job Summary</b> | <p>The Lead Volunteer Coordinator will play a crucial role in the efficient functioning of STEM (Science, Technology, Engineering, and Mathematics) education in Academy Achievers not-for-profit organisation. They will oversee the recruitment, training, and management of Outreach Ambassadors, Mentors, and STEM Instructors.</p> <p>They will coordinate with the Project Manager and BeMe Coordinator to align volunteer activities with the overall goals of the #BeMedigitalinclusion program and any other Academy Achievers STEM programs.</p> <p>The Lead Volunteer will develop and implement strategies for volunteer engagement and retention. They will be responsible for monitoring and reporting on the progress of volunteer-led initiatives and their impact on the target audience.</p> <p>This Lead Volunteer Coordinator role is instrumental in building a vibrant and engaged community of volunteers dedicated to advancing STEM education within the organisation's mission and goals.</p>   |
| <b>Duties</b>      | <p><b>Volunteer Recruitment and Onboarding:</b></p> <ul style="list-style-type: none"> <li>● Develop and implement strategies for recruiting volunteers, with a focus on attracting individuals with STEM backgrounds and a passion for education.</li> <li>● Collaborate with the HR department on volunteer roles</li> <li>● to ensure a streamlined onboarding process for new volunteers, including orientation, training, and necessary background checks.</li> </ul> <p><b>Volunteer Training and Development:</b></p> <ul style="list-style-type: none"> <li>● Liaise with the Program Manager on training programs to help identify and equip volunteers with the necessary skills and knowledge to effectively contribute to STEM education initiatives.</li> <li>● Foster a culture of continuous learning by organising workshops, webinars, and other professional development opportunities for volunteers.</li> <li>● Plan volunteer recognition and appreciation days</li> </ul> <p><b>Placement and Project Management:</b></p> <ul style="list-style-type: none"> <li>● Match volunteers with appropriate projects and programs based on their skills, interests, and availability.</li> </ul> |

- Work closely with the Program manager and BeMe coordinator to ensure volunteers are effectively integrated into ongoing STEM education initiatives.

**Communication and Relationship Building:**

- Establish and maintain open lines of communication with volunteers, providing regular updates, feedback, and recognition for their contributions (volunteer week).
- Collaborate with the #BeMe Coordinator on cultivating strong relationships with external organisations, educational institutions, and community partners to expand the pool of potential volunteers.

**Data Management and Reporting:**

- Maintain accurate records of volunteer information, including skills, availability, and engagement levels.
- Generate regular reports on volunteer metrics, such as recruitment numbers, retention rates, and impact on STEM education programs.

**Conflict Resolution and Support:**

- Address conflicts or concerns among volunteers and provide timely solutions.
- Offer ongoing support to volunteers, addressing any challenges they may encounter while participating in STEM education initiatives.

**Quality Assurance:**

- Implement and monitor quality assurance measures to ensure the effectiveness and impact of volunteer contributions to STEM education programs.
- Seek feedback from volunteers and stakeholders to continuously improve the volunteer program.

**Compliance and Risk Management:**

- Ensure that volunteers adhere to organisational policies and procedures.
- Identify and address any potential risks associated with volunteer activities, working in collaboration with relevant departments.

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| <b>Requirements</b>                           | <ul style="list-style-type: none"> <li>● Bachelor's degree in a relevant STEM field or Education (desirable)</li> <li>● GCSE/Level 2 equivalent in Maths and English</li> <li>● Level 3 NVQ in STEM related field</li> <li>● Previous experience in volunteer management or coordination.</li> <li>● Strong organisational and communication skills.</li> <li>● Familiarity with STEM education initiatives and programs.</li> <li>● Ability to work collaboratively with diverse groups of volunteers and stakeholders.</li> <li>● Proficient in using relevant software and digital tools (Google Workspace, Slack, Asana, Google Meets) for data management and communication.</li> <li>● Availability to dedicate a flexible number of hours per week/month to volunteer activities.</li> <li>● Enhanced DBS checked - paper copy of certificate and DBS Update service.</li> </ul> |
| <b>Competencies</b>                           | <ul style="list-style-type: none"> <li>● Leadership and team management</li> <li>● Conflict management</li> <li>● Organisation skills</li> <li>● Decision Making and Problem solving</li> <li>● Working on your own initiative and attention to detail</li> <li>● Written and verbal communication</li> </ul>   |
| <b>Physical Requirements &amp; Conditions</b> | <ul style="list-style-type: none"> <li>● Ability to stand, sit, and move around for extended periods during events or workshops.</li> <li>● Capacity to lift and carry equipment or materials as needed for STEM activities.</li> <li>● Flexibility to work indoors and outdoors, potentially in varying weather conditions, depending on event locations.</li> </ul>   |
| <b>Personal Attributes</b>                    | <p>You must act with a high degree of integrity and your conduct should always be exemplary when interacting with children and young people, staff, and external stakeholders. You are expected to display motivation, commitment and conscientiousness. You will demonstrate respect for equal opportunities and diversity. You must have the ability to show respect for the opinions and feelings of colleagues, students and group leaders regardless of their race, religion, background, nationality, ethnicity, age, appearance, gender or sexual orientation.</p>   |