

Volunteer Coordinator - Recruitment/Coordinator, Volunteer Role – Sutton Coldfield

We are The Cancer Support Centre (CSC), a small charity based in Sutton Coldfield whose mission is to provide a place of sanctuary and support for adults whose lives have been affected by Cancer. We support both those who have a diagnosis of Cancer and those supporting and caring for them.

We are looking for a Volunteer Coordinator to join our team; working alongside our Centre Manager and to guide our much-valued Volunteers.

You should be self-motivated, enthusiastic, committed with good communication skills and be a 'people person'.

Main Responsibilities of the role,

- Devise and maintain a work plan for recruitment campaigns of volunteers
- Identify/acknowledge/implement award scheme to recognise outstanding contributions and long-term service of volunteers
- To provide support/training to both new and existing volunteers
- Day-to-day running of the Volunteer Service
- To compile annual/adhoc reports on the number of volunteer hours and the financial benefits of volunteer activity
- To organise events (internally held within the Centre but may require external communication)
- To promote the work of the service across the community

You will work closely with the Centre Manager (to ensure all legislative/CSC Induction process is completed/documented), our Volunteer Team Lead (to ensure our high standards are delivered) and our Volunteers.

This is an exciting time to join our team and help us raise the profile of The Cancer Support Centre within the community, provide continuous support to our valued volunteers, and recruit/attract more. For the right person this would be a very rewarding role, and one which ensures the continuity of the organisation.

Interested?!

Please send your up to date CV to **Jackie Price (Centre Manager)** at The Cancer Support Centre for review. jackie.price@suttoncancersupport.org