

Volunteer Opportunity

Role

Volunteer Coordinator

Workgroup

Administration Team

Summary

The aim of this role is to grow the capacity and reach of HEN. The core role is to oversee and coordinate volunteer involvement throughout HEN.

Current focus of project

To establish the volunteer program within HEN. To set up systems and processes that support an easy and smooth introduction and inclusion of volunteers into the organisation.

Tasks

- Clarifying what the priority needs for volunteers within HEN are
- Designing and implementing recruitment processes
- Developing volunteer support structures.
- Meeting with volunteers and matching skills with needs within HEN
- Communicating with HEN team about their needs for volunteers and supporting them work effectively and smoothly with our volunteer team.

Desired skills and experience

- An understanding of the importance of volunteering within organisations like HEN
- Good interpersonal skills
- Ability to hold an overview of a wide-reaching project.

Commitment

- 3-4 hours a week for an initial commitment of 1 year

Opportunity of role

- To work right in the heart of HEN
- To support people to develop their skills and experience in service of Hakomi
- To support the development of a diverse range of projects within HEN
- To support the growth and reach of the organisation.