



## **VOLUNTEER COORDINATOR**

**Salary £21,500**

**Full Time, 37.5 hours a week**

(job share and flexible working may be available on request.)

Thames Valley Partnership is an established registered charity of 25 years operating a range of support services for those affected by crime, across the three Thames Valley counties of Berkshire, Buckinghamshire and Oxfordshire, and beyond.

Following a successful funding bid to the Office of the Police and Crime Commissioner Thames Valley, we are now recruiting a team of staff to run a new Victims' First support service for adults across the Thames Valley, offering specialist support for adult victims and their families, providing them with crisis intervention, advocacy and longer term practical and emotional support. To complement the team, we need to recruit a full-time **Volunteer Coordinator** role to help to manage both the volunteers for the new service as well as those volunteering across the other Partnership programmes. This will allow volunteers to be recruited in a more coordinated way, and training and allocation to specific types of roles to be better managed – giving the volunteers better opportunities to develop and grow within the Partnership, and if desired to be involved in more than one programme.

**Role:** This is a new role which will act as the central interface between the volunteers and the various programme managers and core staff team. You will coordinate the key elements of recruiting, vetting, training, retaining and motivating volunteers in their respective roles and have responsible for developing/maintaining the necessary documentation including budgets, volunteer records, policies etc. **The role will be based at the Partnership's office in Aston Sandford, Buckinghamshire HP17 8JB.** There will be some travel required across the three counties and reasonable expenses will be paid. Applicants must have access to a vehicle.

**Closing date for applications: Wednesday 25<sup>th</sup> March at 5pm**

**Interviews will be held on: Monday 30<sup>th</sup> March** (at the Partnership's offices)

For a full Job Description and an Application Pack please visit the Thames Valley Partnership website <https://thamesvalleypartnership.org.uk/ccv/vacancies/jobs>

Thames Valley Partnership, OSARCC and Trust House are equal opportunities employers; the aim of our policy is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of race, colour, ethnic or national origin, religious belief, sex, marital status, sexual orientation, gender reassignment, age or disability. We do not disbar applicants with criminal convictions and are mindful of the requirements of the Rehabilitation of Offenders Act, 1974