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**Role Profile**

**Volunteer Coordinator (Part Time)**

**Reports to:** Head of Income

**Overview**  
The Sussex Beacon has been caring for and supporting people living with HIV for over 30 years. The charity has considerable support from the community, local businesses and a strong volunteer workforce.

We are seeking a proactive, inspiring and organised Volunteer Coordinator to join our team, managing the recruitment, training and ongoing support of volunteers essential to delivering our life-changing services.

This is a varied role and provides a lot of scope for creativity alongside the day-to-day operational responsibility for the recruitment and training of volunteers. You will be collaborating and working closely with service managers, service users and our communication and fundraising team to support events. It requires flexibility to work weekends and evenings to support our fundraising events.

**Key programmes include:**

* Gardening Project
* Retail (our 2 charity shops)
* Peer action
* Events including Brighton Half Marathon. Pride, World AIDS Day

**Qualifications**

* Previous experience in recruitment, training and support for Volunteers is desirable.
* Strong leadership skills with the ability to motivate and inspire others.
* Excellent administrative skills.

**Responsibilities**

* Oversee and coordinate volunteer activities, ensuring effective leadership and support for team members.
* Develop and implement marketing strategies to promote volunteer opportunities
* Provide administrative support and maintaining records.
* Foster a positive environment by teaching and mentoring volunteers, enhancing their skills and engagement.

Please send a CV noting relevant work experience and suitable skills and shortlisted candidates will be asked to complete a full application.

**Job Type:** Part-time

**Salary:** £16,497.00 per year

**Expected hours:** 22.5 per week

**Benefits:** On-site parking

**Schedule:** Monday to Friday

**Work location:** In person (Brighton)

**Application deadline:** 25/04/2025