

Volunteering Admin Officer

Reliable – Diligent – Systematic – Approachable – Clear Communicator – Adaptable – Unflappable

Do some of the words above describe who you are? Do you have the passion and motivation to use your administrative skills to support our thriving and growing team of volunteers?

Volunteers are an integral part of how we at inHope deliver services to people who are homeless, rough sleeping or vulnerably accommodated. A volunteer team of over 350 people is expected to increase significantly as inHope reopens its services full, following the pandemic. We place such value on our volunteers that we are close to being awarded the [Investors in Volunteers](#) accreditation (NCVO).

We are looking for a Volunteering Admin Officer to join inHope's staff team and support the efficient operation of the charity's volunteer management administration. This role will support volunteer processes, such as recruitment, training, coordinating events and volunteer database management. The Volunteering Admin Officer will interact with all potential and current volunteers and placement students/corporate groups for all of inHope. A background in HR or administration would be beneficial but not essential.

Reporting to the Volunteer Manager, you will need to be based at our offices but you and your manager might work remotely. Good administrative skills, self-motivation and discipline will be key. You will be confident working autonomously and managing your own workload.

- *Salary: £11,250 (based on Full Time Equivalent of £22,500);*
- *Part-Time: 20 hours per week - Work pattern to be agreed with Volunteer Manager*
- *Workplace pension with matched contribution of up to 5%*

inHope is an established Christian charity with a broad support base that has been working in Bristol for 35 years. We are dedicated to helping those with life disrupting problems, such as food poverty, homelessness and addiction, to establish healthy and independent lives.

There is an Occupational Requirement for this role to be filled by a Christian. We particularly encourage applications from Black, Asian and Minority Ethnic (BAME) candidates as people from these groups are underrepresented within our team. Our Statement of Faith, Vision and Values and our Equality, Diversity and Inclusion Policy are available upon request and online at www.inhope.uk.

The job description and application form are available to download from our website at <https://inhope.uk/get-involved/work-with-us/> or can be requested by contacting admin@inhope.uk

To discuss the role further, please contact Amelia Glanville, Volunteer Manager at volunteering@inhope.uk.

Interviews will be scheduled as soon as we have a suitable range of applications; apply NOW.

Applications, via an application form, must be sent to: HR@inhope.uk. CVs may be submitted but only in support of the application form.

Contact from recruitment agencies or online platforms in relation to promoting this vacancy will not be responded to.