

Job title:	Volunteer & Schools Engagement Co-ordinator
Contract type:	Permanent; full-time
Location:	Home-based in South East England with regular travel throughout London and South East region
Salary:	£23,625 pa
Benefits:	30 days' annual leave (including public holidays), plus 6 days at Christmas/New Year; life assurance
Start date:	7 October 2024 (or earlier)
Interview date:	w/b 9 September 2024 (via Microsoft Teams)

Project Trust is an education charity with almost sixty years' experience in international volunteering for young people. We organise challenging, long-term placements for 17–25-year-olds with partnership organisations in Africa, Asia and the Americas.

We annually select up to 200 young people from across the UK for eight to 12-month teaching and youth development projects around the world. Our Volunteers are provided with training and support before, during and after their international placements, and return home with broadened horizons and an impressive range of transferable skills, true Global Citizens.

About the role

An exciting opportunity has arisen for a talented, motivated and versatile Volunteer & Schools Engagement Coordinator based in the South East of England. We are looking for a highly organised, inspiring public speaker, who has the ability to engage with and motivate young people and support the recruitment of our future Volunteers.

The role is home-based and will involve travel throughout the region, including overnight stays, plus occasional travel to meetings elsewhere in the UK. There will be the occasional requirement to work evenings and weekends.

Main areas of responsibility include:

- Recruit Volunteer candidates through delivery of inspiring presentations within schools, youth organisations and careers fairs
- Develop relationships with partner organisations within the education and youth sectors
- Support and co-ordinate Returned Volunteers in the delivery of school talks
- Contribute to the development and implementation of Project Trust's digital engagement and recruitment strategy

If you are passionate about youth development and want to use your skills, knowledge and experience to change the world, please see the recruitment pack for further information and apply now.

Responsibilities & duties

- Recruit Volunteer candidates through the delivery of inspiring presentations in schools and youth organisations throughout a designated region of the UK and online
- Represent Project Trust at career and recruitment fairs
- Develop relationships with partnership organisations within the education and youth sectors
- Support and co-ordinate Returned Volunteers in the delivery of school talks
- Contribute to the development and implementation of Project Trust's digital engagement and recruitment strategy
- Participate in the selection, training and debriefing of Volunteers
- Administrative tasks associated with all of the above
- Within the job holder's skills and abilities, support the Volunteer & Schools Engagement Manager and CEO as required in other tasks or activities which contribute to the achievement of Project Trust's objectives and its development
- Travel to attend meetings elsewhere in the UK, plus some weekend working, required

Qualifications & skills

Essential

- Commitment to Project Trust's purpose, approach, ethos
- Excellent planning and organisational skills, with the ability to prioritise workload
- Proven ability to deliver presentations to a range of stakeholders, including young people, with an ability to motivate and inspire others
- Experience of working effectively with and developing young people in a variety of settings, eg schools, youth and community groups
- Ability to work autonomously on own initiative and as part of a remote, multi-disciplinary team
- Excellent interpersonal and communication skills, written and verbal, and ability to communicate with a range of audiences
- Excellent customer service skills, with a commitment to providing an outstanding service to Volunteers and third parties
- Good judgement and decision-making skills with the ability to work under pressure
- Working knowledge of Microsoft packages and a variety of social media platforms
- Ability to travel within a designated region of the UK and to other parts of the UK as required
- Ability to work remotely from a home base
- Willingness to undertake work outside standard office hours
- A full clean driving licence and use of a vehicle
- The right to work in the UK

Desirable

- Recognised education qualification, or demonstrable equivalent experience
- Experience of working and/or living in an international environment
- Knowledge and understanding of the voluntary and charitable sector
- Experience of running small projects

Conditions of Service

The appointment will be made subject to Project Trust's detailed terms and conditions of employment. Candidates should be aware that:

- The post holder will be required to obtain an enhanced Disclosure Scotland check (PVG)
- Any offer of appointment will be made subject to the receipt of satisfactory references
- The post holder must have the right to work in the UK

To apply

Completed application forms, together with an equal opportunities form and self-declaration form, should be returned to Jil.McMeekin@projecttrust.org.uk by 1 September 2024, with 'Volunteer & Schools Engagement Co-ordinator South East England Application' in the email subject line.

Interviews will take place online in the week beginning 9 September 2024.

The start date will be 7 October 2024 (or sooner if possible).

Project Trust recognises the positive value of diversity and we welcome applications from people of all backgrounds.