

Job title:	Volunteer & Schools Engagement Co-ordinator
Contract type:	Permanent; full-time
Location:	Home-based in North East England with regular travel throughout the region
Salary:	£24,215 pa
Benefits:	30 days' annual leave (including public holidays), plus 6 days at Christmas/New Year; life assurance
Start date:	Early November 2025
Closing date:	12 October 2025*
Interview date:	20 October 2025* (via Microsoft Teams)

Project Trust is an education charity with 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 150 young people from across the UK for sustainable 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 North East of England. We are looking for a highly organized individual who has the ability to build and maintain relationships with schools and with young people. The successful candidate will also be an inspiring public speaker, able to engage with and motivate young people to support the recruitment, retention and fundraising efforts 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
- Be a point of contact and support for young people at application, selection and throughout fundraising activities

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 a target number of 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 and maintain relationships with partnership organisations within the education and youth sectors
- Support and co-ordinate Returned Volunteers in the delivery of school talks
- Be a point of contact and support for young people throughout the application and selection process
- Support fundraising Volunteers, offering practical advice, guidance and monitoring of fundraising progress
- Maintain accurate and up to date records on our CRM database
- Participate in the selection, training and debriefing of Volunteers
- Contribute to the development and implementation of Project Trust's digital engagement and recruitment strategy
- 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 evening and 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 and manage time effectively
- 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
- Excellent administrative skills, able to keep accurate and up to date records and produce reports

- 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

- Experience of working and/or living in an international environment
- Qualification in working with young people, or demonstrable equivalent experience
- Knowledge and understanding of the voluntary and charitable sector
- Experience of running small projects
- Experience in using a CRM database

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 12 October 2025, with 'Volunteer & Schools Engagement Co-ordinator North East England Application' in the email subject line.

Interviews will take place online on 20 October 2025.

*Please note, we will be reviewing applications as they are received and reserve the right to close the advert early if a suitable candidate is appointed. We therefore strongly encourage early applications to avoid any disappointment.

The start date will be early November 2025.

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