

**Volunteer Recruitment Coordinator**  
**£38,000 pa pro-rata**  
**21 hours per week, equivalent to 3 days per week**  
**1 year contractor position (subject to extension)**

At the [Adult Literacy Trust](#) (ALT) we believe that literacy is a right, not a privilege, and we want everyone to have the chance to reap the benefits of this crucial life skill. We know how invaluable literacy is in changing learners' lives, improving their life chances, employability, health and wellbeing.

ALT trains volunteers to offer personalised, one-to-one support in reading skills. We partner with adult education providers in some of London's most deprived areas to offer our services to those who could benefit most from our support. Our approach is learner-led and focuses on helping adult learners to feel supported, empowered and confident in their literacy development. We act as an essential accompaniment to the progress learners are making in overcrowded classrooms, where overstretched teachers can struggle to provide the tailored, one-to-one attention that many learners need.

Founded in 2021, ALT is a young but ambitious charity and we're looking for an organised, dedicated, and ambitious Recruitment Coordinator who will be at the very heart of delivering our growing service. As Recruitment Coordinator, you'll coordinate our volunteer recruitment programme and steward applicants through our processes to become fully onboarded volunteers, ready to support adult learners.

**Position:** Recruitment Coordinator

**Reporting to:** Programme Manager

**Location:** Remote/home-working with regular in-person work across London as required (varies according to time of year but an average of once per week, reasonable travel expenses covered)

**Hours:** 21 hours per week. Either three full days per week or four/five shorter days per week.

**Contract:** 1 year contractor position (subject to extension), £38,000pa pro rata (0.6 FTE)

### **Your primary responsibilities as Recruitment Coordinator**

- You'll be responsible for coordinating and implementing ALT's volunteer recruitment programme
- You'll work to ensure a robust pipeline of volunteer applicants to support our growing programme
- You'll foster connections with community partners to ensure ALT's volunteer opportunities are visible within the communities where we work
- You'll be a welcoming and professional first point of contact for volunteer applicants
- You'll support all volunteers through the application, training and onboarding process
- You'll work to foster a strong and vibrant volunteer community, coordinating an annual calendar of volunteer events and leading the organisation of volunteer socials
- You'll support with learner recruitment as needed

### **Volunteer Recruitment**

- Fostering connections within the community, ensuring ALT's volunteer roles are widely visible
- Creation and management of role advertisements
- Managing a volunteer waitlist, reaching out to potential volunteers to encourage applications
- Researching and being alert to potential recruitment opportunities
- Attending volunteer recruitment fairs
- Working with the Programme Manager to agree recruitment targets for each partner site

### **Volunteer Training and Onboarding**

- Supporting all applicant volunteers through recruitment, training and onboarding
- Overseeing the DBS checking of all volunteers
- Navigating busy interview periods, with support from the wider team
- Liaising with the ALT trainer team to coordinate training rounds
- Issuing all training communications to volunteers as needed
- Attending training and induction sessions as required
- Ensuring all volunteers have completed all onboarding essentials, including references, DBS checks and safeguarding trainings
- Ensuring the ALT volunteer database is kept accurate and up to date

### **Learner Recruitment**

- Visiting partner sites in-person to assist in delivering learner recruitment pitches
- Supporting learner sign-up as needed

### **Volunteer Community**

- Coordinating a calendar of volunteer activity, being alert to opportunities to foster volunteer community and deepen connections
- Leading on organisation of volunteer social events

### **This role is for you if:**

- You have a genuine passion for our mission, and want to help break the cycle of poor literacy
- You are warm, approachable, and eager to support volunteers and adult learners alike
- You are pro-active, responsive, and able to work under your own initiative
- You have experience of recruiting and coordinating volunteers
- You communicate clearly and concisely and can build rapport with people at all levels
- You are detail-orientated
- You are organised and can work independently to tight deadlines
- You want to join a small team and help grow the ALT programme as we expand across London

### **Essential criteria:**

- You are London-based (or within a commutable distance to attend frequent in-person activity across our partner sites)
- You are comfortable working principally home-based

### **How to apply**

If you would like to apply for this opportunity, please submit a CV and a Supporting Statement (of no more than one side of A4) demonstrating your suitability for the role and outlining why you would like to work for the Adult Literacy Trust.

The deadline for applications is Sunday 6<sup>th</sup> April (midnight). Candidates should be available for first round interviews on either the 15<sup>th</sup> or 17<sup>th</sup> April. Second round interviews will be held on the 22<sup>nd</sup> April.

This vacancy may close earlier if a high volume of applications is received or once a suitable candidate is found, therefore we strongly recommend that you apply early to avoid disappointment.

We welcome candidates from a diverse range of backgrounds, and we are happy to make reasonable adjustments. If you need any support with your application, please contact our team at [volunteers@alt.org.uk](mailto:volunteers@alt.org.uk).