



INFORMATION FOR JOB APPLICANTS

About Us

Volunteer Centre Tower Hamlets (VCTH) is a small charity, established in 2008. We are all about volunteering. Our mission is to increase the quality, quantity and impact of volunteering in Tower Hamlets. We work with one of the youngest, most diverse populations in the country. We broker residents into inspiring volunteer roles. We train and advise hundreds of charitable organisations on running inclusive, high quality volunteering programmes, and we advertise their volunteer roles. We believe that volunteering can change lives and build fairer, more compassionate communities.

Since the pandemic, we have been office-free, with all staff working from home. However, we travel regularly to venues across Tower Hamlets to deliver services. We are looking for an outstanding and enthusiastic Volunteering Advisor to join our small, friendly team. The post holder will work across two programmes, both funded by our Council until March 2027.

Minoritised Ethnic Trustees (METs)

In 2023 VCTH delivered a highly successful pilot of our METs programme, and we are now rolling it out to benefit more individuals and charities. METs recruits Tower Hamlets residents from Global Majority communities, and trains them in the basics of charity governance, skilling and empowering them to become great potential trustees. We then introduce these volunteers to local registered charities, creating matches that will have lasting impact at governance level. The aim is to increase diversity and representation at Board level, and to empower residents to fulfill their potential by taking on leadership roles.

Our new Volunteer Advisor will lead on promoting the METs programme, recruiting and enrolling participants, developing training materials, and supporting trainees to find perfect trustee roles. They will co-facilitate online and in-person trustee training, alongside our Training and Best Practice Manager.

Improving Employability Through Volunteering (IETV)

Our IETV programme targets Tower Hamlets residents who are unemployed, under-employed or in unsatisfactory employment. It supports them to develop their knowledge, skills and confidence by matching them to volunteering roles in a wide range of not-for-profit organisations. Participants will gain workplace experience, training and references that increase their employability. The majority of volunteers are from Global Majority communities, especially the Bangladeshi community, and many are women. Some may have experienced barriers to employment such as disabilities, health conditions or language.

The post holder will work closely with an experienced colleague to deliver this programme. They will promote volunteering widely, giving presentations, running training workshops, arranging Volunteer Fairs and liaising with referral agencies. They will enroll participants and help them to secure and sustain volunteering placements that meet their needs and move them closer to their paid employment goals. They will build positive relationships with Volunteer Involving Organisations and ensure we maintain a wide range of appealing volunteer roles.

Interested?

Please download the job description for more details about the role. If you meet all (or most) of the person specification, we would love to hear from you. We are especially keen to receive applications from people with relevant lived experience, Volunteer Managers, and people who are passionate about volunteering. The deadline for applications is 9.30am, Tuesday 9 April 24.