



INFORMATION FOR JOB APPLICANTS

A Little About Us

Volunteer Centre Tower Hamlets (VCTH) is a small infrastructure 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 broker residents into inspiring volunteer roles. We train and advise 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, healthier communities.

Hybrid Working

VCTH is office-free so you will need to be willing and able to work from home. However, you will travel very regularly to venues across Tower Hamlets to deliver services. Our team of 5 staff also meets frequently, both online and in person.

We are looking for an enthusiastic, self-motivated, flexible team player to join our small, friendly team as our second Volunteering Advisor. The post holder will deliver two programmes, both currently funded by our Council until 2027:

Improving Employability Through Volunteering (IETV)

Employment rates in Tower Hamlets are significantly lower than London or national levels. At the last Census, 7% of our residents were unemployed. A high proportion has never worked or is long-term unemployed. Many residents are economically inactive due to long-term sickness or disability. Women and people from Asian communities in Tower Hamlets are less likely to be in work.

Our Improving Employability Through Volunteering (IETV) programme targets Tower Hamlets residents who are unemployed, under-employed or in unsatisfactory employment to help them on their journey towards work. We support them to develop their knowledge, skills and confidence by matching them to volunteering roles in a wide range of not-for-profit organisations. The aim is for participants to gain workplace experience, training and references that will increase their employability. The majority of volunteers on the programme are from Global Majority communities, especially the Bangladeshi community, and women. Some will have experienced barriers to employment such as disabilities, health conditions or language.

The post holder will work closely with an experienced VCTH colleague to deliver the IETV programme. You will promote volunteering widely, giving presentations, facilitating short training workshops, and organising Volunteer Fairs. You will liaise with referral agencies, such as Workpath, Job Centres and colleges to identify suitable participants. You will enroll 120 residents a year and help at least 50% secure and sustain volunteering placements that meet their needs and move them closer to their paid employment goals. You will build positive relationships with local Volunteer Involving Organisations to ensure we continue to advertise a wide range of appealing volunteer roles.

Health & Wellbeing Champions

VCTH has recently secured a contract from Tower Hamlets Council's Public Health Directorate to support the delivery of their brand new Health & Wellbeing Champions programme. While the diversity of communities is one of Tower Hamlets' greatest strengths and assets, there are significant health inequalities among our population. People living in our most deprived neighbourhoods have the poorest health, with the health of residents from Bangladeshi and other Global Majority communities among the poorest.

The overall aim of the new programme is to recruit and train community Health & Wellbeing Champions. These volunteers will be embedded in target communities and will act as health promoters and community connectors. They will strengthen bridging roles between communities and services. The Champions will gather community insights and involve residents in shaping public health programmes and messaging. They will build trust, increase health literacy, and support uptake of health promotion and health protection interventions, helping to reduce health inequalities. Target communities are residents living in high deprivation areas, and people from a South Asian or Global Majority background.

The post holder will work in close partnership with Public Health's Volunteer Co-ordinator to help deliver the Health & Wellbeing Champions programme. Key tasks will include promoting the Champion volunteer role to target communities, then recruiting, selecting and on-boarding 60 suitable volunteers per year. You will then pass the volunteers over to the Public Health Volunteer Co-ordinator who will manage and support them. You will book community venues and arrange refreshments for volunteer training courses, as well as manage volunteers' expenses. You will adhere to a robust framework of volunteer policies and procedures, monitor progress against targets, and support the external evaluator to assess programme impact.

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 very keen to hear from candidates with lived experience relevant to this role, from experienced Volunteer Managers, and from people who are passionate about improving health and employment outcomes for marginalised communities.

The deadline for applications is 9.30am on Thursday 30 January 2025.

Interviews are scheduled for Tuesday 11 February.