

Job Description: Host Liaison Volunteer

The New Normal Charity

As a Host Liaison Volunteer you will support our Hosts (meeting facilitators) and perform tasks to facilitate the delivery of our peer support meetings. Duties are divided between multiple volunteers within the team.

JOB ROLE:

No of roles: One available
Hours: Minimum 2hrs per week
Days: Flexible & taking part in rota
Essential: Time and capacity to commit.
Good skills in administration, organisation, communication and team-working.
Preferable: Experience managing or leading Volunteers.

SUMMARY OF DUTIES:

- Work as part of a team to ensure continuity and cover of tasks.
- Administration of peer support meetings to include meeting link mailout, Zoom meeting set-up, availability collation and allocating Hosts to meetings.
- Taking part in rota for a range of tasks including on-the-day meeting sign-ups, finding Hosts and cancellation emails.
- Issuing availability and allocation requests to Hosts with follow-ups.
- Engaging with Socials team around meeting hosting, updates and cancellations.
- Liaise with Hosts for website profiles and testimonials.
- Work with Volunteer Co-Ordinator to cultivate engagement and community amongst Hosts.
- Contribute to Volunteer support plans and processes.
- Monitor and manage the HLO email account, as needed.
- Engage with Operational Lead and Volunteer Co-Ordinator in regular meetings.
- Use of platforms and accounts such as email and Slack.
- Immediately flagging anything that may constitute a safeguarding concern.
- Act in line with all policies and procedures and uphold the values and ethics of the Charity.

HOW TO APPLY:

Apply via Charity Job advert.