

HandsOn London Job Description

Assistant Project Co-ordinator



ROLE DESCRIPTION – Assistant Project Co-ordinator

This role will be an integral part of the HandsOn London team, working closely with the Charity Relationship Manager and the Senior Project Manager. Principle responsibilities will focus on responding to volunteer enquiries by email and advising corporate teams about volunteering options by email, conference call or telephone and then arranging their volunteer day, ensuring that communications are maintained. As part of the role, the Project Co-ordinator will also be attending and leading volunteer days. Full training will be given. The Project Co-ordinator will also play a key role in the delivery of our winter Wrap Up London campaign during November and December. This post is intended to offer a fully rounded experience within all aspects of the charity.

Key Responsibilities

Volunteer Co-ordination

- o Acting as Team Leader during volunteer days.
- o Responding to volunteer enquiries and advising as appropriate.
- o Liaising with beneficiary organisations.
- o Other duties in relation to the planning of volunteer days as may be reasonably requested by the Project Manager.

Record Keeping

- o Ensure that all appropriate records for the planning, delivery and after-event reporting are complete.
- o Maintenance of other records as may be directed and in line with the duties of the role.

Other Duties

- o Acting as Team Leader during Wrap Up London volunteer days.

o Any other duty as may be reasonably requested by the CEO that may needed on an ad-hoc basis to meet the needs of the service.

Person Specification

o Able to communicate effectively and with confidence in person, by email, conference platforms, social media, and telephone.

o Motivated with good time management skills.

o Confident leading and co-ordinating teams of volunteers.

o Able to use own initiative.

o Confident travelling unassisted in and around London.

o Good MS Office skills.