



Power to Connect
Freelance Volunteer Coordinator
Job Description and Personal Specification

Job Title	Freelance Volunteer Coordinator
Contract Type	6 months
Salary	£150 per day
Hours	2 days per week (14 hours)
Reporting to	Head of Operations
Location	Flexible/Hybrid: Work-from-home with the expectation to attend networking events and Power 2 Connects service delivery at various locations across Wandsworth.

ABOUT POWER TO CONNECT

Power to Connect is dedicated to promoting digital equality and reducing the digital divide in Wandsworth. We are committed to ensuring that every resident has access to technology, connectivity and essential digital skills. Our mission is achieved through:

- Sustainably collecting, refurbishing and redistributing unused digital devices to individuals facing disadvantages in our local community.
- Providing free training on digital skills and online safety to enhance digital skills and confidence.
- Conducting free digital drop-in sessions to offer IT maintenance and digital support.

We are proud to work alongside dedicated local volunteers who contribute to every aspect of our operations, from refurbishment and distribution to supporting our Digital Skills and Digital Drop-in sessions.

THE ROLE

We are looking for a proactive, highly organised and effective communicator to join us in the role of Volunteer Coordinator. In this key position, you will play a pivotal role in overseeing and coordinating our growing volunteer team. This is a new role within our small yet dynamic team. As the Volunteer Coordinator, you will take charge of promoting volunteer opportunities for Power to Connect throughout Wandsworth. Your responsibilities will include recruiting, engaging and managing volunteers to contribute to



the impactful work of our charity. You will enjoy working with people from a diverse range of backgrounds and have experience of leading a supporting people.

KEY RESPONSIBILITIES

1. Engage, recruit, induct, train and support volunteers in line with agreed procedures.
2. Manage volunteers to provide operational support, including for our device recycling and refurbishing processes and Digital Skills / Digital Drop-in Sessions.
3. Develop and maintain partnerships to enable and enhance volunteer recruitment.
4. Ensure effective organisation, administration and communication between volunteers and staff.
5. Support P2C’s marketing and communications with regular content to promote P2C’s charitable work and attract new volunteers.
6. Lead on monitoring and evaluation of all volunteers.
7. Support the development and implementation of effective policies and procedures for successful volunteer coordination.
8. Develop relationships with a wide range of partners to establish and manage initiatives that support volunteers to develop in employment, in their personal life and in the broader community.
9. Provide operational support to the P2C team as and when required.
10. Champion P2C’s work in all communications.

Please note the above list of key responsibilities is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope of the role.

PERSONAL SPECIFICATION

Essential

- Excellent interpersonal skills, with proven experience of liaising with a wide range of people from volunteers to external stakeholders
- Proven experience of coordinating volunteers or line management of other staff
- Strong organisational and time management skills, with the ability to multitask and prioritise workload
- Demonstrable understanding of safeguarding issues and the management of risk
- Experience of establishing and building relationships with external organisations
- Computer literate with proven experience in use of Microsoft and Google Suites and strong competence in data management



- Passionate about ending the digital divide
- Clear commitment toward diversity and inclusion

HOW TO APPLY

Please send a cover letter and a copy of your CV to **hello@powertoconnect.co.uk** by **1st April 2024 at 5pm.**

QUERIES

If you have any questions about the role or Power to Connect, please contact Megan at megan@powertoconnect.co.uk