

Location: ellenor Hospice Gravesend

Hours: from 2-6 hrs per week

Times: Flexible

Days: Flexible

Are you passionate about organisation and community support? Do you have a knack for coordinating schedules and managing teams? If so, we need you to help lead our dedicated volunteers in the Catering and Housekeeping departments at ellenor Hospice!

The Role:

As the Volunteer Coordinator for Catering and Housekeeping, you'll be the driving force behind the smooth operation of our departments. Your role will include:

- **Managing Rotas:** Creating and overseeing volunteer schedules to ensure coverage and efficiency in both the Catering and Housekeeping teams
- **Recruiting and Training:** Identifying and onboarding new volunteers, providing them with the necessary training and support
- **Supervising Volunteers:** Offering guidance and support to volunteers, addressing any concerns or issues that arise, ensuring all volunteers are compliant with mandatory training
- **Maintaining Communication:** Acting as the main point of contact between volunteers and the department, ensuring clear and effective communication
- **Coordinating Activities:** Organising and overseeing daily tasks to ensure that catering and housekeeping operations run smoothly and meet the high standards of the hospice

Skills and Qualifications:

- **Strong Organisational Skills:** Ability to create efficient schedules and manage multiple tasks simultaneously
- **Excellent Communication:** Good written English, Confident in liaising with volunteers, staff, and management to ensure smooth operations, excellent interpersonal and communication skills and the aptitude and ability to learn in the role
- **Leadership Abilities:** Experience in supervising or managing teams, with a supportive and motivational approach
- **Attention to Detail:** Ensuring that all tasks and schedules are completed accurately and to a high standard

- **Previous Experience:** Experience in volunteer coordination, administration, management or a similar role is preferred, but not essential

Why You'll Love This Role:

- **Make a Real Impact:** Your coordination will directly contribute to the well-being of patients and the efficiency of our departments
- **Be Part of a Supportive Community:** Join a team that values your contributions and is dedicated to making a difference
- **Professional Development:** Gain valuable experience in volunteer management and team coordination

Ready to Lead and Inspire?

If you're organised, communicative, and excited to make a difference, we'd love to hear from you! Apply today to become the Volunteer Coordinator for Catering and Housekeeping at ellenor Hospice and help us deliver exceptional care and support to our community.

Please note to volunteer in the hospice applicants must be over the age of 18, have the right to volunteer in the UK and require a Standard DBS. This is not a paid role.

For informal enquiries please contact Amanda Jordan on 01474 320007

How to Apply

Please send your completed application form to HR at hr@ellenor.org or complete our online application form:

<https://forms.office.com/e/1y3n5nuyUE>

