



Volunteer's Coordinator

Overview of Role

Salary:

£24,000 per year

Hours:

Full Time 35 hours a week

Annual Leave:

25 days per year (+ bank holidays & your birthday)

Contract:

Permanent

Reporting to:

Global Engagement and Strategic Partnership Manager

Interview Dates:

Online, Thurs 25th and Fri 26th July 2024

Location:

Remote and Seasonal overnight UK travel to Universities for up to 3 nights a week from Sept – Dec,
Remote working Jan – May,
Internationally working June – August.

With the option to work in our UK office, in Bletchley, Milton Keynes.

Benefits:

Travel and expenses to Uganda, Tanzania and/ or Kenya for up to 3 months (June - August), flexible working arrangements, training and development opportunities. Travel expenses paid for. Be part of a team that values fun and play to make a positive impact to hundreds of thousands of vulnerable and disadvantaged children in East Africa.

Please note

Although the role is largely working remotely, the job requires a lot of travelling across the UK, and overnight stays during recruitment season for several months and has a mandatory travel element to East Africa for 1 – 3 months in the summer.

How to Apply

Please fill out an application form, found on <https://playactioninternational.org/about-us/jobs/> and send an up-to-date CV to jess@playactioninternational.org The closing date for applications is 23:59 on Monday 15th July 2024. We will be contacting applicants to arrange and conduct interviews within a week after the closing date.

Play Action International is a registered charity in England & Wales (1172875). East African Playgrounds, part of the Play Action International family, is a registered NGO in Uganda (9716).



About Play Action International and The Role

Play Action International stands as a dynamic force, an award-winning UK registered charity, and an esteemed NGO in Uganda and Kenya. Our unwavering mission revolves around creating transformative opportunities for disadvantaged children to learn, flourish, and find solace through the extraordinary power of play.

We extend a remarkable invitation to university students and professionals, offering summer international global mobility programs that serve as catalysts for personal growth, cultural immersion, and invaluable work experience. Volunteers immerse themselves in the vibrant landscapes of Uganda, Kenya and Tanzania, dedicating two or four weeks of their time to live and work alongside our highly skilled labour. A vital role in the volunteering is constructing a playground in a rural school, engaging in unskilled labour such as digging, sanding, mixing cement and painting, that leaves a lasting impact. Moreover, volunteers introduce a dynamic play-based program, integrating sports, arts and crafts, and invigorating challenges. Together, we forge an extraordinary legacy, empowering thousands of disadvantaged children to unlock their potential, develop their skills, and find healing through the transformative power of play. This programme is not just two or four weeks though. Our fundraisers are tirelessly raising vital funds for their volunteer project before they embark on their adventure. Our fundraisers are great ambassadors of our work, spreading the right to play through fundraising events in the year prior to their trip.

This is an exceptional opportunity to be part of a passionate and accomplished team that has positively impacted the lives of three-quarters-of-a-million children in East Africa since 2009. Play Action International is a charity dedicated to providing a brighter future for vulnerable and disadvantaged children through the universal language of play. Our playgrounds and play-based educational programs install essential life skills and foster the holistic development of children. As one of the fastest-growing small charities in the UK and a leader in student fundraising, we are seeking another dynamic, charismatic, and highly organised Volunteer's Coordinator to support our International Volunteer Projects and fundraising initiatives.

Key Responsibilities

- Public speaking: Travelling to UK Universities, delivering presentations on the work we do.
- Recruiting: Selling our *Volunteer Project Play* to students and professionals in the Higher Education and Corporate Sectors, at University Fresher Fairs.
- Building Relationships: Liaising with University staff to ensure a successful and mutually beneficial partnership, recruitment season and quality support.
- Support: Coaching volunteers and fundraisers to help them achieve their targets.
- Appreciation: Maintaining an effective donor journey and communications to develop the long-term support of partners, supporters, and donors, ensuring they feel engaged, valued, and loved.
- UK Events Management: Organising a range of fundraising events to cultivate relationships with our supporters and help them effectively raise funds.
- International Events Management: Assisting with the preparation and organisation of the logistics for international volunteering projects.

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- **Creating Campaigns:** Working towards achieving and/or surpassing targets for supporters recruited and funds raised by campaigns.
- **Utilising skilled communication:** Producing persuasive writing and public speaking, when engaging with a wide range of people.
- **Evaluating and Reviewing:** Working closely with the other Volunteer Coordinators and The Global Engagement and Strategic Partnerships Manager to continually improve our systems, ensuring an exceptional, high-quality, ethical, and impactful experience for our volunteers.
- **Team Work:** Collaborating with colleagues in other campaigns and supporting the charity to achieve its objectives.
- **Maintaining accurate donor and financial records** using internal systems, including CRM systems.
- **Daily Admin:** Handling queries from volunteers, supporters, donors, suppliers, and partners.

Essential Skills

We have partners all across the UK, so you will need a full, clean driving licence and access to a car to be able to visit them, as well as a valid passport to travel to Uganda, Tanzania or Kenya, from time to time.

To thrive in this role, you must possess boundless passion, energy, and a friendly demeanour, effortlessly engaging with individuals from all walks of life and fostering genuine and positive relationships with our supporters. You are the kind of person who thrives on meeting new people and supporting them in achieving their goals. Your problem-solving skills are exceptional, and you adapt seamlessly when faced with unexpected challenges. Whether communicating over the phone or in front of a group, you are confident and effective in your interactions. You excel at managing multiple responsibilities, from recruiting volunteers for our remarkable projects to assisting them in reaching their fundraising targets and providing on-site support during their projects abroad. Additionally, you will have the opportunity to contribute to our diverse range of fundraising initiatives, allowing you to develop and refine a wide range of skills. As a representative of our organisation, professionalism, reliability, and enthusiasm are paramount, all while embracing a great sense of fun. After all, we champion the importance of play, not just for children but for adults as well!

Desirable Skills

It would be truly wonderful if you have worked in the charity sector before, especially in student fundraising. Likewise, it is beneficial to have had international volunteering experience, or diverse travel experience. However, your skills, personality and passion for fundraising are far more important to us.

What can you expect from us?

You will get to visit Uganda and/ or Tanzania and Kenya for up to 12 weeks per year, to support the in-country volunteering projects and get the opportunity to see first-hand the impact that fundraising throughout the year has on communities and children's lives in East Africa. Pretty cool we know! We will cover your flights, visas, vaccinations, insurance, and accommodation whilst you are out there. How many jobs out there can give you this incredible opportunity and experience?!

And closer to home in the UK, you will be part of a fun, friendly and energising organisation where you will be supported to be the best that you can be – knowing that the work you are doing is critical to the massive impact we are having with some of the most vulnerable children in Africa. We're a small organisation with a big impact. What you do counts!

Think this is the place for you to grow, learn and play? Then get your skates on and get your application in! Details on how you can apply can be found on the first page of this document.

The Small Print

This role requires applicants to have the right to work in the United Kingdom.

We are committed to providing a safe and trusted environment for every person connected to the work we do; and to preventing any type of unwanted behaviour including harassment, exploitation, abuse, and financial misconduct. Any candidate offered a job with Play Action International is expected to share and demonstrate our values, adhere to our Safeguarding Policy and Code of Conduct. This post will also be subject to a DBS check.

We value diversity and aspire to reflect this in our workforce. We welcome applications from people from all sections of the community, irrespective of race, colour, gender, age, disability, sexual orientation, religion, or belief.

Visit www.playactioninternational.org for more information about us and our wonderful work. If you would like to have an informal chat or ask any questions about the role before applying, please get in touch with jess@playactioninternational.org