

JOB TITLE:	Volunteer HR Assistant	ROLE:	Volunteer HR Assistant (potential future paid role, funding dependent)
HOURS PER WEEK:	Flexible / 80% dedication mandatory	LOCATION	Remote
REPORTING TO:	HR Manager		

JOB PURPOSE:

At **Tell My Truth and Shame the Devil C.I.C.**, volunteers are the heart of our mission. The Volunteer HR Assistant ensures that our growing volunteer network is supported, organised, and aligned with our safeguarding and organisational standards. You will play a key role in onboarding, maintaining records, and assisting with HR processes, ensuring volunteers feel valued, informed, and empowered to contribute to our mission.

About the role:

Strong HR support:

- Ensures volunteers are welcomed, supported, and guided effectively.
- Maintains safeguarding, confidentiality, and compliance standards.
- Creates visibility and consistency in volunteer management.
- Strengthens the organisation’s ability to grow and sustain impact.

Without this role, volunteer onboarding and support can be inconsistent and unclear. With it, volunteers experience a clear, safe, and structured pathway to meaningful engagement.

Experience Qualification and Requirements

Technical & Administrative Skills

- Experience in HR support, administration, or volunteer coordination.
- Proficient in record-keeping and document management.
- Ability to draft clear role descriptions, agreements, and HR communications.

Analytical & Organisational Skills

- Strong attention to detail and accuracy.
- Ability to organise multiple tasks and maintain structured records.

Communication Skills

- Clear written and verbal communication.
- Ability to liaise sensitively with volunteers and staff, respecting confidentiality.

Preferred Background

- Human Resources, Administration, Volunteer Management, or related fields.
- Experience with safeguarding and supporting volunteers.
- Previous work in remote or community-driven organisations is a plus.

Main Responsibilities/ Key Duties

Volunteer Recruitment & Onboarding

- Assist HR Manager in attracting and onboarding new volunteers.
- Prepare volunteer agreements, role descriptions, and induction materials.

Record-Keeping & HR Administration

- Maintain accurate volunteer records and documentation.
- Support HR processes, including tracking training and compliance requirements.

Safeguarding & Policy Support

- Ensure volunteer engagement complies with safeguarding policies.
- Support confidential HR processes and reporting.

Cross-Functional Collaboration

- Work with team leads and operations staff to ensure volunteers are integrated and supported.

Additional Notes

The HR Assistant WILL:

- Maintain records and assist with onboarding.
- Support HR and safeguarding processes.

The HR Assistant WILL NOT:

- Make HR policy decisions.
- Supervise volunteers independently.
- Handle payroll or legal matters.

Working Relationships

- Report directly to the HR Manager.
- Collaborate with volunteers, team leads, and operations staff.
- Provide support without replacing leadership responsibility.

Key Performance Indicators:

- Accuracy and timeliness of volunteer records.
- Smooth and efficient onboarding of new volunteers.
- Compliance with safeguarding and organisational standards.
- Positive volunteer experience and engagement feedback.

A Final Word

HR is about people, not just processes.

If you understand that:

- Trust is built through care and accuracy
- Privacy is a core safeguarding responsibility
- Respect strengthens volunteer relationships
- Supporting people carries real responsibility
- Leadership means protecting both people and the mission

Then you understand what this role stands for.