



## Supporting Healthcare Heroes UK

### Volunteer Co-ordinator (Engagement focus)

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#### About Supporting Healthcare Heroes UK

Supporting Healthcare Heroes UK (SHH-UK) is the only UK-wide Charity standing shoulder to shoulder with all healthcare workers, supporting them in the prevention of Covid and those living with Long Covid. Founded in 2023, we are influential in informing national policy and direction while supporting healthcare workers living with Long Covid

#### The role

We are seeking a Volunteer Coordinator to focus on building, nurturing, and sustaining positive and meaningful engagement with our volunteers. Administrative tasks related to recruitment, record-keeping, and onboarding will be supported by our Volunteer Recruitment Coordinator, allowing the person in this role to concentrate on volunteer relationships, retention, and motivation. We anticipate this role will require on average around 3-4 hours per week and you will work closely with our Trustee lead(s) for volunteers.

#### What will you be doing?

- Overseeing the recruitment and induction of our volunteers alongside the Volunteer Recruitment Co-ordinator.
- Manage our ongoing engagement with our volunteers and ensuring any training needs are identified.
- Reporting on volunteer activities to the lead trustee(s) and Board of Trustees.

#### What are we looking for?

- Experience in volunteer engagement, community building, or people management.
- Strong interpersonal and communication skills with the ability to motivate and support others.
- Ability to build positive relationships and foster a sense of belonging and purpose.
- Organised, proactive, and able to work collaboratively as part of a wider team.
- Commitment to SHH-UK's mission, values, and the wellbeing of healthcare workers.

#### Support provided

- Administrative support from the Volunteer Recruitment Co-ordinator who will manage:
  - Advertising roles
  - Processing applications
  - Scheduling interviews/inductions
  - Maintaining volunteer records
- Regular meetings with the trustee lead(s) for volunteers.
- Training opportunities available.

**How to Apply:**

Please apply via Reach including a supporting statement indicating why you are interested in this role and the skills you will bring.

**Additional information:**

A Disclosure Barring Service (DBS) check is required for this role.