**RAY (Refugee Action York) is seeking to recruit**

**a Volunteer Coordinator (14 hours)**

**Hours:** 14 hours per week, usually to be worked on weekdays, between 9am-5pm.

The hours should be worked on regular days/times to be agreed with the CEO, to ensure they fit with RAY’s needs. RAY delivers a monthly service on Sundays and you will be required to take part in that service which involves a 6-7 hour working day. Hours worked on this day will be factored into your monthly hours but you would be expected to balance your hours in the remaining weeks of the month.

**Salary**: NJC Scale (SCP18-22) equating to £12.98-£14.05 per hour

**Location:** RAY does not have an office base – staff work from home, with meetings held in various locations generally close to the City Centre. Sunday sessions are held at Clifton Green Primary School

This post is funded for a minimum of 12 months

**RAY** is a small registered charity providing support and information to refugees, asylum seekers and migrants living in and around the city. RAY's vision is for all refugees, asylum seekers and migrants to be welcomed and fully accepted into local and regional communities, where they can feel safe and empowered to rebuild their lives.

**Summary of role**

This is a key role within this small organisation and is integral to its ongoing development and success. The purpose of the role is to:

1. Coordinate and develop the existing volunteer programme, ensuring volunteers are trained, supported and able to carry out their work safely and effectively.
2. Encourage and support members of the refugee and migrant communities with whom we work to volunteer.

**Key tasks are:**

* To oversee and coordinate RAY’s team of volunteers, recruiting and maintaining suitable volunteers for each project
* To welcome new volunteers and deliver induction sessions to ensure they understand their roles, as well as RAY’s vision, mission and values
* To be responsible for managing volunteers, ensuring that they are supported and supervised in their roles.
* To encourage and support members of the refugee and migrant communities with whom we work to volunteer
* To ensure that records and contact details are recorded, kept up-to-date and stored securely, for the purpose of information retrieval, statistical monitoring and report preparation
* To develop and keep up to date the volunteer information pack
* To coordinate the writing and distribution of a termly newsletter to volunteers
* To develop and implement volunteering policies and retention strategies

For more details and an application pack, please visit our website [www.refugeeactionyork.org/vacancies](http://www.refugeeactionyork.org/vacancies)

Closing date 4th March. Interviews will be held 22nd March.

If you have any queries, please email carrie@refugeeactionyork.com or ring 07545060694