

Job title	Volunteer Co-ordinator
Location	Guildford, Surrey
Salary	£23,000 - £25,500 (depending on experience, pro rata for part time)

Healthwatch Surrey is an independent Health & Social Care watchdog. Talking directly to local people about their experiences of the NHS and social care is core to what we do, and the feedback shared with us helps to shape and change services for local people.

We are a small, friendly Guildford based company looking for an enthusiastic individual to support our Volunteer Officer in the implementation and delivery of the Healthwatch Surrey volunteer strategy and to provide administrative support for our 7 Citizen Ambassadors.

This is a new role in the team and the main purpose will be to provide co-ordination and the associated administration required for liaising with our growing group of 20+ volunteers and 7 Citizen Ambassadors. Some examples of the main tasks would include; setting up volunteer groups across Surrey, volunteer recruitment activity, keeping in touch with our volunteers, processing expense claims, timesheets, arranging DBS checks, checking references, event organisation, diary management and inputting data in to the Healthwatch Surrey database.

We are looking for someone who has previous experience working with volunteers or with people in unpaid roles in the community. The successful candidate will be able to demonstrate an understanding of the motivation of volunteers and the challenges involved in recruiting, training and retaining volunteers.

Ideally you will have experience of working in an office using Microsoft packages, have excellent communication skills and a confident telephone manner. Attention to detail and organisational skills are key to this role. Some experience of data inputting would be desirable, but not essential as training will be given.

Some travel within Surrey will be required, therefore a full clean driving licence and use of your own car is essential for the role. This could be a full time (37.5hrs), job share, or part time position and we are flexible about hours and days, with some home working included. Pro rata salary will be based on number of hours agreed.

For more information about Healthwatch Surrey as well as the detailed job description and person specification for this role please visit: www.healthwatchesurrey.co.uk.

Please send you CV and cover letter to recruitment@healthwatchesurrey.co.uk .

PLEASE NOTE: ONLY applications that include a detailed cover letter which demonstrates how you meet the person specification will be considered for the post.

Deadline for applications: Friday 23rd March 2018

Please note: depending on the volume of applications we receive for this post we may not be able to respond individually to all applications. Successful candidates will be notified by 26th March 2018.