

## Sparks Bristol Volunteer Coordinator Job Role

- **One year contract:** Starting 1st September 2025
- **Salary:** £13,865pa for 12 hours per week (fte £46,216)
- **Working hours:** 12 hours/week - ideally worked over 3-4 days of the week.
- **Location:** Sparks Bristol, with option to do a few hours a week at home.

### About the project:

Sparks Bristol is a sustainability, creativity and education hub in the heart of Bristol. We have ethical retail, events, schools workshops and more. For more detailed project information please see our website: [sparksbristol.co.uk](https://sparksbristol.co.uk)

Sparks currently has a diverse range of volunteers to assist at workshops, events, our Repair cafe and more, but we do not rely on volunteers to deliver our core function. We aim to create engaging and vibrant volunteer opportunities to volunteer, so that the volunteers can use and develop skills and experience with us.

You will be employed by [Global Goals Centre](#), an education charity creating exciting engaging projects that inspire learning and action on environment, climate and equality in our everyday lives. We create our own projects and amplify the work of others, inspired by the UN Sustainable Development Goals.

### About the role:

We now have a vacancy on our team for an experienced Volunteer Coordinator who can recruit, train and manage volunteers while the current postholder takes a leave of absence. This will initially be for twelve months to cover, but may be extended if the current postholder chooses not to return.

We have flexible working hours and you will be expected to spread your time over the working week as the job demands, and to fit in with other work and responsibilities you may have. Availability once a month on Monday mornings for team meetings is essential.

### Job description:

- Manage the Sparks volunteer database, recording volunteer hours and roles for reporting purposes
- Deliver regular volunteer training and induction days as needed.
- Update and maintain volunteer policies and procedures, including risk assessments
- Generate appropriate volunteering opportunities and role descriptions based on the needs of Sparks
- Promote volunteering (internally and externally) through recruitment and publicity strategies and campaigns
- Recruit and interview volunteers and ensure they are appropriately matched and trained for a position
- Act as Safeguarding Lead for GGC and Sparks, keeping up to date with policies and procedures (tbc depending on experience)
- Carry out pre-volunteering checks, including references and Disclosure and Barring Service (DBS) checks where appropriate
- Organise volunteer rotas for events

- Ensure there is appropriate support and training for volunteers through regular informal contact and more structured reviews, as well as debrief interviews for departing volunteers
- Monitor, support, motivate and accredit volunteers and their work
- Oversee students on placement and work experience
- Manage budgets and resources, including the reimbursement of expenses
- Keep up to date with legislation and policy related to volunteering and make any necessary modifications to accommodate changes, GDPR being one example.
- Support the writing of funding bids in order to generate income and raise funds to make projects sustainable and support this work in future
- Monitor and evaluate activities and write reports for funders and trustees where appropriate
- Attend committees and meetings as required

#### **Requirements and skills:**

- Proven experience as a volunteer coordinator or similar leadership/motivational role
- Experience in volunteering locally and/or internationally
- Experience in recruitment and training
- Working knowledge of databases and MS Office (especially Excel)
- Able to communicate with a diverse range of people
- Excellent management and team coordination abilities
- Networking skills and proven partnership experience
- Ability to work to deadlines
- Knowledge of compliance and legal requirements
- Knowledge of Safeguarding desirable but not essential

#### **How to apply:**

Send a CV and a covering letter (no more than 2 sides of A4) to

[jenny@globalgoalscentre.org](mailto:jenny@globalgoalscentre.org), outlining how you meet the Skills and Experience criteria, and why you would like to join the team.

Global Goals Centre is a diverse team and we actively encourage applications from people of all identities and backgrounds.

**Closing Date:** Monday 30th June 5pm 2025

**Shortlisting and interviews:** We will be shortlisting candidates and holding interviews in person or on Zoom on 9th and 10th July, according to availability.