JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Volunteering Voluntary Work Coordinator</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Careers Service, Student and Academic Services</td>
</tr>
<tr>
<td>Job type</td>
<td>Fixed term, Part time</td>
</tr>
<tr>
<td>Grade</td>
<td>RHUL 5</td>
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<td>Accountable to:</td>
<td>Head of Volunteering</td>
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<td>Accountable for:</td>
<td>Placement students</td>
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**Purpose of the Post**

The Careers Service at Royal Holloway is responsible for delivering a wide range of employability services to all students and recent graduates to improve graduate destinations. The new College Strategy re-emphasises the importance of employability and graduate outcomes and confirms the Careers Service as a core team.

Royal Holloway Volunteering is an award-winning service within the Careers department that supports amazing community opportunities for students to explore and engage with. The 5 streams of activity are; Community Action, Social Action, Community Research, Volunteering Abroad, and Sports Volunteering.

This post coordinates the organisation of voluntary work placements for students including academic course related placements, optional placement year related volunteering opportunities and the Turing scheme.

Tasks and responsibilities include using systems and processes for day-to-day tasks including:
- Volunteer Recruitment
- Student correspondence
- Partner engagement
- Campus communications
- Planning and delivery of training and events

**Key Tasks**

1. Coordinating all aspects of voluntary work opportunities with community partner organisations. This includes administration, communication, promotion, recruitment, liaison, support, evaluation and debriefing.

2. Interacting with academic schools, departments and courses to plan, inform, engage students, source volunteering placement opportunities and oversee the processes.
3. Providing content to be included in student facing College communications including emails, website, digital displays, social media (Instagram, Facebook, Twitter etc.) and weekly Volunteering email updates.

4. Providing administrative support for Volunteering related opportunities that are part of the Optional Placement Year including the 9-12 month “Voluntary work in the UK” programme or volunteering abroad placements. This support will include student engagement, liaison with voluntary organisations and collaboration with academic schools and other professional service colleagues.

5. Providing administrative support in regard to Volunteering Abroad related opportunities for the Turing Scheme such as 4-8 week volunteering abroad placements with approved partner organisations. Including student engagement, promotion and recruitment, liaison with partner organisations and interaction with Holloway Global team to support answering student queries, grant disbursement and facilitating other support as required.

6. Coordinating student placements within the Volunteering team in the Volunteering Hub such as Politics in Action student placements, Summer Skills Development placements, and other schemes. Acting as a point of contact to ensure placement students are supported, incorporated as part of the team, and that their responsibilities are carried out in accordance with relevant processes and procedures.

7. Acting as a point of contact for external community partners seeking to promote voluntary work opportunities or host student placements within their organisations. Enabling them to actively promote and recruit students via on campus stalls and information sessions and supporting their attendance at the Festival of Volunteering and other Royal Holloway recruitment events. Inclusion of information in Partners’ Updates, inviting representatives to attend community partners forums and supporting the biennial Partners’ Conference event.

8. Utilising the Team Kinetic online management system to invite new partners to register, supporting promotion of voluntary work opportunities, log and verify student activity, and gather feedback from students.

9. Representing Royal Holloway Volunteering at internal meetings as well as relevant external networks. The role will require meeting, networking and representing the university at a range of local, regional and national events.

**Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by their line manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

**Internal and external relationships**

The following list is not exhaustive but the post holder will be required to liaise with:
- Colleagues from Student & Academic Services
- Academic colleagues
- Professional Services colleagues
- Students’ Union
- External networks and contacts