

## Co-President/Volunteer Lead

*In addition to the job description for volunteer recruitment officers, the Co-President/Volunteer Lead will have responsibility to coordinate and manage the recruitment team, ensure that team members feel supported and equipped in their projects and report to the staff coordinators about team projects.*



### ***Additional responsibilities:***

- *Setting targets and working with the committee to deliver them*
- *Supporting recruitment team members with their activities, helping out if and when needed and managing any problems within the group.*
- *Responding quickly and creatively to issues*
- *Promoting Jacari's reputation with the university and local community*
- *Chairing weekly committee meetings alongside the Co-President/Teaching Lead (in person or on Zoom as COVID restrictions allow)*
- *Reporting to the Jacari Coordinator(s) on a regular basis (mainly via email/phone)*

### ***Person Specification:***

#### *Essential:*

- *Excellent organisation and communication skills*
- *Strong leadership skills*
- *Enthusiasm for Jacari and a passion for tackling educational inequality*
- *Experience managing a team or leading a group*

#### *Desirable*

- *Confident public speaker*
- *Project management experience*
- *Experience working with charities*
- *Ambitious ideas for the future of the society*