

Volunteer Officers

The role of Volunteer Officer is ideal for a student with an interest in gaining experience in the charity and volunteer sector. It is a fantastic opportunity to develop skills in volunteer support and recruitment. You will be central to spreading the word about the great work Jacari does by developing networks through your college or department. You will be expected to attend committee meetings and assist with committee events. We would also encourage you to take initiatives in projects to engage and support volunteers. We will also offer the opportunity for you to develop skills in volunteer management, HR and publicity throughout the year.



Responsibilities:

- *Recruitment - you will support staff recruiting new volunteers by:*
 - *Organising freshers and careers fair stalls in your university*
 - *Creating recruitment materials for a range of platforms*
 - *Exploring innovative ways to engage students in your university with Jacari volunteering*
- *Community - you will take the initiative on projects to engage and support volunteers by:*
 - *Working creatively to engage volunteers with their tutoring and wider Jacari opportunities*
 - *Organising occasional social events for both the committee and volunteers*
 - *Working to identify and remove barriers to participation and ensuring events are accessible*
- *Committee - you will be an active member of the Jacari student committee by:*
 - *Attending committee meetings every fortnight during the term time*
 - *Supporting other committee members in their projects when needed*

Person Specification:

Essential:

- *Excellent organisation and interpersonal skills*
- *Excellent written and verbal communication skills*
- *Approachable and friendly person*
- *Enthusiasm for our work*

Desirable:

- *Experience working in a customer service/volunteer support role*
- *Previous Jacari volunteer*
- *Experience of liaising and forming relationships with local businesses (for discounts and socials)*
- *Experience in social media content production*