



# Job Description

## Volunteer Coordinator (part-time)

Job Title	Volunteer Coordinator
Location	Ufton Court, Green Lane, Ufton Nervet, Reading, RG7 4HD
Salary	Circa £30k FTE (£9,600-£12,800 pro rata depending on hours)
Contract	12-16 hours a week (flexible, term-time considered)
Holiday	33 days including Bank Holidays (pro rata for part-time)
Reporting to	Director of Programmes
Closing date	14 <sup>th</sup> June 2025 but reviewing on a rolling basis.

### Join our Team as a Volunteer Coordinator

#### About Ufton

Ufton is a growing education charity with a bold mission: to transform the lives of children and young people through immersive outdoor learning. Our historic site, woodland and residential centre welcome over 15,000 children each year. Whether it's building resilience through bushcraft, deepening curriculum learning or unlocking confidence through shared adventures, we believe in the power of experience.

Our volunteers are the lifeblood of this mission. With your support, they'll have the structure, support and inspiration they need to thrive.

#### The role

The Volunteer Coordinator will play a vital role in growing and sustaining Ufton's volunteer programme. You'll be responsible for attracting, organising and supporting a diverse volunteer team. You'll ensure every volunteer has a clear role, excellent support and a rewarding experience.



## Key Responsibilities

### Volunteer recruitment and onboarding

- Promote volunteering opportunities across local networks and online platforms
- Design and deliver an inclusive and welcoming onboarding process
- Ensure compliance with safer recruitment and safeguarding best practice

### Volunteer experience and retention

- Develop simple, effective systems for communication, feedback and scheduling
- Plan and support training sessions, volunteer meetups and thank-you events
- Respond to volunteer enquiries and support line managers across the charity

### Programme development

- Work with colleagues to map out current and potential volunteer roles
- Identify and remove barriers to volunteering for underrepresented groups
- Evaluate the impact of volunteering and use feedback to improve the programme

Please note that the responsibilities listed are not exhaustive and this job description may be subject to change as the role evolves over time.

# Person Specification

## Essential

- Experience working with volunteers or in a community engagement role
- Warm, inclusive and confident communicator
- Highly organised with strong administrative and IT skills
- Understanding of safeguarding and volunteer best practice
- Passionate about the work of Ufton and our mission

## Desirable

- Knowledge of the education, heritage or charity sectors
- Experience recruiting or supporting volunteers across different teams
- Flexible approach and confidence to work independently



## What we offer

- A welcoming, mission-driven team
- Flexibility to shape your hours and term-time working options
- Opportunities for training and professional development
- The chance to build a community that truly changes lives.

## Values Alignment

You share our values of agility with consistency, playful and professional, acting today for tomorrow, and the belief that curiosity leads to excellence.

We are based in a glorious rural location but that does mean **you'll need access to your own transport**. You must have the right to work in the UK.

Join us at Ufton and be part of a team that is dedicated to making a real difference in the lives of children and young people. If you have a strong commitment to our values, and want to work in a supportive environment, we'd love to hear from you.

To apply, please submit your **CV and a cover letter** outlining your suitability for the role and how you align with Ufton's values to [recruitment@ufton.org.uk](mailto:recruitment@ufton.org.uk).

*We will only consider applications that provide a covering letter.*

*Closing date: 11:59pm 14<sup>th</sup> June 2025.*

We are keen to have someone in place soon so are interviewing candidates on a rolling basis so do apply early.

Ufton is an equal opportunities employer and welcomes applications from all suitably qualified candidates, especially those from underrepresented communities. All offers of employment are subject to a satisfactory completed enhanced DBS (The Disclosure and Baring Service) check and at least three references.

