

26 May 2010

**APPLICATION PACK
VOLUNTEER COORDINATOR**
£22,200 – 23,600

Dear applicant,

Thank you for expressing an interest in the exciting full-time post of Tzedek Volunteer Coordinator.

To apply, please send a CV together with a statement of application that clearly addresses the criteria listed in the person specification below. If you could also let us know how you heard about the vacancy that would be much appreciated. Applications can be sent to dan@tzedek.org.uk with “Confidential – Volunteer Coordinator” as the subject line.

Please note that the closing date for applications is **4pm Monday 21st June**. Interviews will be held on the afternoon and evening of 1st July.

If you have any questions please email me on dan@tzedek.org.uk or phone the office.

Good luck with your application.

Yours sincerely,



Dan Berelowitz
Director

Registered Charity No: 1016767

A company limited by guarantee. Registered in England No: 2781146. Registered Office: 1 Regent Street, London SW1Y 4NW

Chair: Steve Miller **Director:** Dan Berelowitz

Website: www.tzedek.org.uk Email: info@tzedek.org.uk

BACKGROUND

Since its inception in the early 1990s, Tzedek has been powered by volunteers – leading on all areas of Tzedek's work in the UK and overseas. Two years ago, Tzedek received funding for the role of Volunteer Coordinator. This role has allowed Tzedek to develop structures, policies and a strategy for volunteer capacity building.

Tzedek is unique in its volunteer-powered approach. Not only do we send volunteers to contribute to projects in Africa and Asia, we also have over 100 active volunteers working in the UK on fundamental streams of Tzedek's work, including education, grant-giving, PR & marketing, and community fundraising.

Our overseas volunteer programme also allows young volunteers to spend time working alongside some of Tzedek's partners in India and Ghana, bringing their experiences back to the UK community on their return. Over the past few months, we have started to develop a further overseas programme which will be piloted from September 2010.

Tzedek's Volunteer Coordinator is responsible for the recruitment, engagement, support and development of Tzedek's volunteers, both in the UK and overseas. Tzedek is lucky enough to have some dedicated and strong volunteer leaders, and the Volunteer Coordinator will work alongside them in coordinating different streams of Tzedek's work.

There has never been a more exciting time to join the Tzedek team, as the organisation continues to rapidly expand and become a well-known cause in the UK Jewish community. Our offices at the JHUB (Jewish Social Action and Innovation Hub) also offer a vibrant and creative atmosphere to work alongside other dynamic Jewish social action organisations.

JOB DESCRIPTION AND PERSON SPECIFICATION

Purpose of Job: To support, engage and develop Tzedek's growing volunteer community

Key Tasks

- Identifying the needs of Tzedek volunteers and the ways that they can be supported.
- Ensuring that Tzedek volunteers have the understanding and knowledge that they need to carry out their volunteering.
- Continuing to recruit volunteers and match them up to suitable tasks.
- Manage volunteers by providing suitable support structures and processes
- Supporting and coordinating volunteers to raise additional funds for Tzedek through community fundraising events run by volunteers.
- Managing some of the practicalities of overseas volunteer programmes, including health & safety, regular contact with partners to establish placements & distance management of programme coordinators.
- Supporting and integrating of returned overseas volunteers into various streams of Tzedek
- Line-managing Tzedek's interns
- Managing the Tzedek donor and knowledge database and the website
- Identifying and creating new tasks and programmes with volunteers.

General Tasks

- Developing a community of Tzedek volunteers
- Creating a volunteer structure for Tzedek that is self sustaining.
- General administrative tasks

Main Relationships

- Line managed by the Director, supported by members of the Executive Board.
- In regular contact with all Tzedek volunteers and activists.

PERSON SPECIFICATION

Essential Skills & Experience

- experience of working with volunteers
- experience of volunteering or working in a developing country overseas
- excellent communication and networking skills
- ability to represent Tzedek, at an appropriate level, with external contacts
- interest in sustainable development issues
- excellent organisational and time management skills
- good IT skills, such as word processing, spreadsheets, email
- educated to degree level

Desirable Skills & Experience

- knowledge and understanding of development issues
- knowledge and understanding of UK Jewish community
- experience of working in the charity sector

Attributes

- strong personal commitment to global justice
- ability to prioritise own work and be pro-active
- sensitivity to needs of others when working in a small, busy office
- willingness to work flexible hours, including some evenings and weekends
- willingness to 'pitch in' during periods of high activity
- enthusiastic, highly personable and able to motivate others

Hours:	36 hours a week. To accommodate the needs of working in a volunteer powered organisation, weekend and evening work is sometimes necessary.
Contract:	One year contract with an extension likely depending on successful completion of set objectives and continued funding.
Holiday:	20 days plus public holidays and key Jewish Festivals when they fall on a weekday.
Location:	West Hampstead, London.
Salary:	£22,200 – 23,600 depending on experience.