

Role Description and Person Specification

Volunteer Recruitment Officer

Salary £18,000-20,000 pro rata
Bonus per fully signed up volunteer
Reporting to Volunteer Manager
22.5 hours per week
Fixed Term Contract for 12 months
Based from Charity HQ

Key relationships internal

- Retail Team
- Charity Shop Managers
- Volunteer Manager
- Fundraisers

Key relationships external

- Customers
- Donors

Cornwall Air Ambulance has been flying for 30 years, attending to over 27,000 adults and children in need of urgent medical attention. Our highly-trained aircrew are on average on scene within 12 minutes on a 999 call being made and fly patients to specialist departments in various hospitals including Treliske, Derriford and the Bristol Royal Infirmary. Although we are an essential part of the emergency services, we do not receive any central government support and rely on fundraising and donations from individuals, community groups and businesses to keep us flying.

We have an opportunity for an enthusiastic and motivated team player to join our Charity team, working within a supportive team culture, where everyone is Proud to be Cornwall Air Ambulance.

Owing to the development of charity we are seeking a Volunteer Recruitment Officer to assist the Volunteer Manager and work in conjunction with CAAT staff in the recruitment of volunteers for our retail team, head office and other volunteering positions.

Authority

The Volunteer Recruitment Officer will report to the Volunteer Manager. Targets will be set to ensure that any potential leads are followed through.

Key Competencies (this is not an exhaustive list)

- To spend time in the Cornwall Air Ambulance Trust (CAAT) charity shops approaching donors/ customers regarding volunteer recruitment.
- To plan and approach external organisations with respect to recruiting volunteers for CAAT.
- To interview prospective volunteers.
- To maintain and co-ordinate volunteer new starter paperwork.

- To regularly meet with and advise the Volunteer Manager, on operational performance and progress against targets.
- To display excellent role modelling skills for the charity.
- To maintain own compliance with all aspects of Health and Safety legislation and risk management whilst in post.
- To foster and promote the values of the charity, and the organisations expectations of behaviours and attitudes, and Being Proud to be Cornwall Air Ambulance, having regard for the reputation of the charity.
- To attend meetings and training as required at the direction of the Volunteer Manager.
- Support the Volunteer Manager as necessary.

Person Specification

Essential

- Enthusiasm and passion for the work of Cornwall Air Ambulance Trust.
- Confidence in engaging and talking to members of the public
- A cooperative team player
- A people focused person able to evidence interest and engagement with the local community
- Able to work flexibly with some evenings/weekend work
- Full clean driving license

Desirable

- Experience of working with or managing volunteers
- People recruitment skills
- Experience of fulfilling targets
- IT skills in MS Office
- Flexibility to be able to travel to various CAAT locations

How to apply:

Complete the Application form, carefully setting out how your qualifications, experience and knowledge matches the principal accountabilities of the role and the person specification. Send with CV and a covering letter to:

Jackie.davis@cornwallairambulancetrust.org

Jackie Davis
Cornwall Air Ambulance Trust
Trevithick Downs
Newquay
Cornwall
TR8 4DY

The closing date for applications is midday on Friday 17th May 2019. Interviews will be held **Friday 24th May 2019.**