

Work with The Kids Network

Volunteer Coordinator

About The Kids Network:

The Kids Network supports children at a crucial time in their lives, during the transition from primary into secondary school. We do this by providing them with a volunteer mentor, a young professional from the local community.

Our model focuses on the individual needs of the child, building confidence and resilience and developing the tools to manage feelings for a positive future.

London is bursting with young professionals, millennials who want to give back in a meaningful way – we make this possible through mentoring.

The Kids Network provides extensive training, a peer network and social activities to support each other in their roles as mentors.

Job description

One year fixed term contract (with the potential to extend)

5 days a week (35 hours)

£26,000 pa

Some weekend and evening work required

As our Volunteer Coordinator you will have an entrepreneurial spirit to effectively deliver our mentoring programme in order to achieve positive outcomes for children.

About you

We are looking for a highly motivated, personable, strong communicator who is passionate about the importance of mentoring and equality of opportunity. To be successful, you will be solution focused, positive, proactive and a quick learner.

Experience of developing relationships, supporting volunteers working with vulnerable children and delivering programmes from a charity perspective is essential.

The Kids Network values fun, commitment and innovation – this is the culture we want embedded throughout the organisation. If you are passionate about connecting for change and share our vision, we want to hear from you.

About the role:

- Uphold our safeguarding principles and processes to the highest standard
- Develop and manage an effective volunteer recruitment strategy
- Effective volunteer management - supporting mentors through different programme stages and capturing impact data
- Build and manage strategic relationships with key stakeholders
- Celebrate volunteers in creative and effective ways
- Organise and facilitate events for children and volunteers
- Organise and facilitate regular workshops and group mentoring sessions for children and mentors
- Deliver monthly mentor meet up events – building peer to peer network of volunteers
- Support parents/carers of the children on the programme and collect regular feedback
- Deliver the programme to meet KPIs
- Develop regular status reports on the programme
- Deliver engaging and effective training sessions
- Manage CRM system, ensuring data is kept up to date. This includes tracking communication with stakeholders and adding contacts to the database
- Act in compliance with our policies and processes at all times, ensuring our data is stored and managed in line with GDPR
- Act as an ambassador for The Kids Network attending events where necessary
- Communicate the successes of the organisation to our supporters through our channels

Essential skills and experience:

- Track record of managing volunteers effectively - ability to motivate and support volunteers to provide consistent support to vulnerable children
- Experience of developing networks and relationships with a wide range of partners, volunteers and stakeholders
- Experience of delivering small to medium-scale programmes from start to finish

- Ability to be solution focused and self-motivating, to work on your own initiative and be accountable for your own work
- High organisational skills with the ability to prioritise workloads effectively
- Exceptional communication skills, with the ability to communicate to a range of audiences with impact
- Excellent IT skills with ability to use spreadsheets, emails and databases effectively
- Non-judgemental, self-motivated, pro-active, compassionate and solution focused

Desirable skills and experience

- Understanding of the UK education and charity sector
- Experience of working with children and families directly in challenging environments and understanding of the challenges facing children in London
- Experience delivering effective training and workshops to volunteers to support their development
- Marketing and communications skills
- Event management skills

The Kids Network is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to apply for an enhanced DBS check

The closing date for applications is midnight on Sunday 28th April 2019. Interviews with successful candidates will be held on Tuesday 30th April.

To apply please send your CV and a cover letter, no longer than two pages, to our Founder, Sarah Woodcock s.woodcock@thekidsnetwork.org.uk