



Whiteley Village  
*A century of caring for the elderly*

August 2017

**VOLUNTEER CO-ORDINATOR**  
**Salary £18,720 per annum**  
**Part-time - 24 Hours per week**

**THE WHITELEY HOMES TRUST**

Registered Charity 1103056  
*"A Caring Community"*

An opportunity has arisen for a Volunteer Co-ordinator and we are seeking an experienced professional to take on the role with the Trust.

We have seen a huge contribution to our work through volunteering and the department has been well developed in the last two years, building a great foundation for the next part of the journey.

We are looking for someone to take us to the next level.

Our Volunteer programme has grown over the last two years and we now are proudly supported by 200 volunteers in a variety of roles across the Trust.

The Volunteer Co-ordinator has a key role as a contact for all volunteers and their volunteer supervisors, supporting the management of the existing volunteer base and growing the number of volunteers and volunteer roles. We have also developed some fantastic corporate volunteer partners and we wish to continue to nurture this area to continue to bring benefits to partners and the Trust.

The role sits within our Support Services function of our charity with very close links to the Marketing, Communications and Events functions. As a team we all pull together to ensure that Whiteley Village meets its aim to be the best place to age in Britain.

**If you think this role is exciting and you have the necessary attributes then please get in touch with Sue on 01932 825804 or Fiona on 01932 264546 for further details including Job Description or email [job.enquiries@whiteleyvillage.org.uk](mailto:job.enquiries@whiteleyvillage.org.uk)**

**Closing Date:** 13<sup>th</sup> August 2017

**Interview Date:** 30<sup>th</sup> August 2017