



## **Nudge Community Builders are looking for someone to support our volunteers to thrive!**

We are a community benefit society that runs three buildings and lots of events out on Union Street in Plymouth as part of our vision to make it a street the whole world loves.

Nudge is not your average company. We are a team that like to take risks, be creative and make things happen in our community that have lasting impact. As an organisation we grew from over 10 years of volunteering. Now we have over 100 volunteers that support us and we want to improve how we care for them, create great opportunities for them to contribute, and improve how we support their needs and ambitions. Some of these are front facing

We have a huge year ahead and **we need someone who is going to rock up with the skills, drive and commitment to take this area of Nudge forward.** We are looking for someone with experience of working with volunteers and creating environments where people feel valued, equal and comfortable to step-up and be part of the solution. **We particularly encourage people from Stonehouse to apply.**

Your initial priorities will be to get the basics in place to support and improve our offer for the current volunteers across all our buildings. You will then work with us on the relaunch of Union Corner to ensure that volunteers are contributing to a wider range of activities that our local community can enjoy and benefit from. In year 2 you would be expected to grow our local young person offer.

**If you think this could be the job for you, have a look at the job description and the application process – we look forward to hearing from you.**

This job has been made possible thanks to support from The National Lottery Community Fund and will be a three year contract that can start as soon as you are ready.

Full time pay is £24,000 per annum, it could be a job share.

You will be line managed by a Nudge Co-Director.

We work flexible hours Monday – Friday with occasional evening and weekend work required. Ad hoc remote working is possible but we expect this role to be supporting individuals in person most of the time initially mainly based at Union Corner.

**Please send in a CV and a letter outlining what you would bring to the role and to Nudge. Please use our vision and values document to help you understand what is important for us as an organisation.**

**Application deadline 2 November**

**Interviews 9-11 November start date as soon as practical after the decision.**

If you are shortlisted for interview you will be asked to prepare an outline plan for what you would seek to do in the first 6 months in post and how you would approach managing volunteers in way that fits with our culture and values.

If you have any questions please email [hello@nudge.community](mailto:hello@nudge.community) or pop into one of our spaces.

## Job Description - Volunteer Coordinator

You will be responsible for looking after all our volunteers and ensuring they contribute to Nudge effectively and in ways that fit with our mission and values.

You will ensure that our volunteer experience is really brilliant. This includes building up a stronger team of regular volunteers and those that want to step in now and again.

### **This will include:**

- Getting the basics in place to make sure we manage our volunteer offer really efficiently, effectively and safely. Taking guidance and best practice and finding a Nudge way to put in place policies, procedures and risk assessments.
- Managing volunteer needs on day to day basis – making sure they feel welcome, their time is well used, we have the resources ready for the tasks they will do, and instructions are clear.
- Maintaining the diverse offer for volunteers and identifying new volunteering opportunities
- Responding to individual enquiries to volunteer and having a process in place to manage this really well that identifies their needs, talents and interest.
- Matching volunteers with tasks they will enjoy, making time to chat and make sure we listen and learn from our volunteers and that they feel valued.
- Making sure we create the opportunities and space for a wide range of people that are stepping up to offer help – everyone is welcome.
- To work in partnership with other local and national organisations to develop our volunteer offer – this could include training opportunities, visits and collaborative projects, or creating routes for bespoke opportunities that would really support an individual to thrive.
- Find flexible ways to deliver information and training in diverse ways that fit with volunteers learning styles and ways of working.
- Finding ways to operate creatively and effectively to really push us on as an organisation.
- Monitor and evaluate our volunteer experience and impact including in putting data and evidence for funders and annual reports.
- Manage budgets for resources, publicity and training to support your role and petty cash and associated admin for volunteer expenses.

[www.nudge.community](http://www.nudge.community)

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