



Volunteers Coordinator

An exciting post has arisen for a Volunteer Coordinator within the Citizens Rights Project (CRP) to develop and co-ordinate all elements of managing our volunteering programme within the organisation.

The Volunteer Coordinator will be responsible for recruitment, organising training, development, and support of all volunteers within CRP.

Applicants must have knowledge of the EU Settlement Scheme (and preferably be OISC registered to at least Level 1 (EUSS only) and some experience in coordinating teams. In addition, they will possess excellent organisational skills, understand safeguarding of vulnerable people, and have the ability to communicate with people from diverse backgrounds and experiences. The successful applicant will be able to demonstrate a high degree of self-motivation and have the ability to motivate others.

You will be required to work individually providing reports to the Project Coordinator, as well as work collaboratively as a team member with colleagues from other services within the project and from partner organisations.

It is also desirable that you have experience of providing services to vulnerable client groups and proven experience of all aspects of managing and retaining volunteers. A good knowledge of at least one EU language would also be an advantage.

Duties:

- Recruitment and training of new volunteers.
- Ensuring DBS/PVG if relevant, are arranged and documented.
- Organising regular catch-ups session to inform volunteers on updates about CRP services and immigration rules.
- Regular communication with volunteers to check their involvement in the project.
- Keeping record of the Continuous Professional Development (CPD) of OISC (Office of the Immigration Service Commissioner) registered volunteers
- Being the first point of contact for volunteers to answer questions and provide support.
- Writing monthly reports to the funders.
- Coordinating groups of volunteers who will be responsible for different tasks (i.e.: helping with outreach events, answering queries, supporting clients, translating information, etc.)



- Reporting to the Citizens Rights Project Coordinator, as well as collaborating with other members of the team to organize awareness raising campaigns, events, reports, and others.
- Answering queries from clients and providing support related to the EU Settlement Scheme.

The person appointed will be based in Edinburgh and might be expected to travel throughout Scotland. It is likely that arrangements can be made for part- or full-time and/or flexible working, if agreed in advance. The project is also willing to consider making arrangements for working from home, subject to the need to work from, or attend events/meetings in our office if required by the project.

Appointment is subject to Disclosure Scotland check and providing evidence of right to work in the UK. Please inform us if you need any 'reasonable adjustments' for any part of the recruitment process.

The successful candidate must have their own laptop/computer, and access to Internet. The project might be able to pay for some Internet and Working from Home expenses.

The contract runs until 31st March 2022 but may be extended subject to further funding). The post is for 14 hrs per week with a salary in the region of £9,800 pa (FTE £24,500 per annum).

If you are interested in this post, please send a CV (2 pages A4 maximum), and a covering letter (1 page A4) explaining why you are applying for the post to: info@citizensrightsproject.org

Citizens Rights Project is an equal opportunities employer, and we are committed to treating all our employees and job applicants equally. Our organisation does not discriminate against any employee or job applicant on grounds of (including, but not limited to) their race or colour, nationality, national or ethnic origin, sex, marital status, religion, age, sexual orientation, gender identity or disability.