

Gauge O Guild Volunteer Co-ordinator

Introduction

In response to Gauge O Guild strategy numbers:

- **4.5** Encourage volunteers
- **4.6** Provide opportunities for volunteers to develop

The Gauge O Guild is run entirely by volunteers delivering a wide range of roles. As the Guild has grown, so has the need for volunteers and in recognition of this the MC has created a new role of Volunteer Co-ordinator. Bringing great communications skills and an interest in people, this individual will identify opportunities, match volunteers to roles and inspire members to volunteer.

The Volunteer Co-ordinator will have scope to grow and develop the role. This is an opportunity to inspire and engage others to help our organisation grow and thrive.

Objectives

Acquire a good understanding of the Guild's structure and operations.

Work with Guild managers to understand volunteering opportunities and what these need in terms of time commitment and skills.

Develop a database of volunteers or potential volunteers including availability, interest and skills.

Promote and raise the profile of volunteering via all Guild communications channels and attendance at shows.

Act as a first contact for potential volunteers and match them to opportunities. Maintain relationships with existing volunteers.

Work with team managers, helping them to write basic role descriptions and induction checklists.

A more detailed list of possible activities is set out at the end of this document.

Skills and Capabilities required

- Good written skills for production of recruitment material
- Able to engage with and enthuse members verbally and in writing
- Able to work collaboratively within and across teams
- Enthusiasm for volunteering and the ability to communicate this to others.

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Reporting Line

This new role offers an excellent opportunity to see how the guild operates as you will work with all of the Management Committee's members. The role will report to the Chairman, or in absence the Vice Chairman, who will provide guidance and support.

Commitment Required

The role provides a lot of scope to be developed by an enthusiastic person. It will require more time up front to get the role established as set out in the description.

The Co-ordinator will be expected to attend shows, take calls emails etc. from volunteers and liaise with managers via phone, mail or Zoom

What's in it for Me?

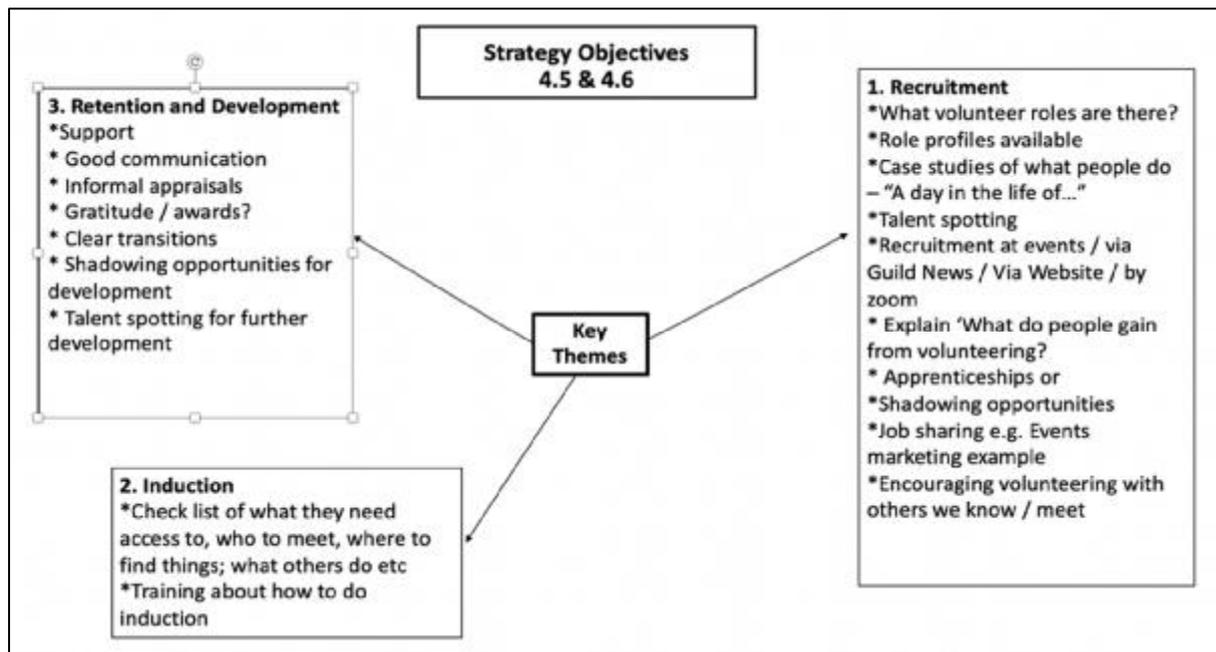
The role provides the opportunity to join a friendly and supportive team of volunteers. You will be able to apply your communications skills to encourage more members to take an active part in how the Guild is run.

This is also a great opportunity to use your existing skills to come up with new ideas and inspire others to step forward and sustain our organisation.

How to apply?

To discuss this role further contact Jackie Kneeshaw
Volunteering Workstream Lead & Gauge O Guild Vice Chairman

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