

VOLUNTEER RECRUITMENT ADMINISTRATORS REQUIRED

- **Salary: £11.50 per hour**
- **Hours: 3 x Part Time posts 15 hours per week**
- **Areas: 2 posts based in North Nottinghamshire (or we would consider 1 x 30 hour post)
1 post based in South Nottinghamshire**
- **Closing date: 10am on Monday 12th February 2024 (North Notts)
10am on Monday 6th February 2024 (South Notts)**
- **Interview dates: Bassetlaw Action Centre (North Notts) Monday 19th February 2024
Rushcliffe CVS (South Notts) Thursday 7th March 2024**

NOTE: Initially these posts are offered on a 1-year fixed term basis but may be extended subject to funding.

Bassetlaw Action Centre is looking to recruit 2/3 Volunteer Recruitment Administrators, based within the Voluntary Sector to work across Nottinghamshire to recruit and retain volunteers across a range of volunteering opportunities including our new Supported Hospital Discharge Service. The post holders will be employed by Bassetlaw Action Centre with 1 (30 hr) or 2 (15 hr) posts based in the north and the other (15 hr) post in the south.

The successful candidates will have good communication, negotiation and people management skills and act with compassion and integrity. They will have experience of working independently with minimal supervision required.

The post holders will work with a diverse range of people from different cultural and social backgrounds. The ability to work confidently and effectively in a varied environment is essential.

The role is varied, and may include some out of hours working to maximise the opportunities to promote volunteering to a range of individuals.

Please see the attached Job Pack for more details.

An enhanced Disclosure & Barring Service (DBS) police record check in relation to vulnerable adults (previously known as CRB check) is required for this role.

Ability to travel across Nottinghamshire (and occasionally to other areas if necessary), driving licence and use of own vehicle is required for this role – work related travel expenses are reimbursed at 45p per mile.

To apply for the role, please download the application pack from our website:

**www.bassetlawactioncentre.org.uk and send us your completed application form with a covering letter to:
Bassetlaw Action Centre, Canal Street, Retford, DN22 6EZ or email: enquiries@actioncentre.org.uk**

NO AGENCIES PLEASE

We have the right to close the vacancy earlier than the closing date, if we reach the maximum number of applications.