

Volunteer Role Description

Volunteer Support Co-ordinator Volunteer

Please note that due to the current Covid situation, all volunteering roles will be virtual for the foreseeable future. Please contact our volunteer manager Philippa Higginbottom (philippahigginbottom@soundabout.org.uk) to discuss this and how roles may differ as a result.

Potential time commitment: 4/6 hours a week on a fixed day each week

Location: John Eccles House, Robert Robinson Avenue, Oxford Science Park, Oxford, OX4 4GP

About Soundabout

Soundabout is a national charity that aims to use music and sound to unlock the potential of children, young people and adults with severe or profound and multiple learning difficulties, including those with autism. Established in 1995, the organisation received charity status in 1997. Since then, we have pioneered the use of music, rhythm and sound to give disabled children and adults a voice, a way to express themselves and be listened to.

What this role will entail

The role of the Volunteer Support Co-ordinator Volunteer will be to assist with the recruitment, induction, ad-hoc administration and coordination of volunteers. The post involves working with the Programming Team to ensure we have a pool of volunteer support for events and fundraising activities. Recognising other volunteers' contributions and appropriately thanking them is another important responsibility of the volunteer post. Another aspect will be to contact the local volunteer bureau and similar organisations to promote volunteer opportunities. This position would suit someone with excellent interpersonal and communication skills, who is enthusiastic and motivated. Some knowledgeable about Microsoft Office Suite would be a benefit.

Specific responsibilities and tasks

- Supporting volunteer recruitment for specific roles and checks (DBS and referencing).
- To be a point of contact for volunteers
- Coordinate volunteer support for events, EG our monthly Soundabout Inclusive Choir.
- Dealing with volunteer enquires and providing information when requested
- To say thank you to volunteers for their contributions towards the charity

Reporting to: Programme Manager and Programming Team

Training: All training will be provided dependant on the role and responsibilities.

Expenses: Out-of-pocket travel costs between home and volunteering place will be offered, as will any reasonable expenses agreed in advance with the volunteer line manager.

How to apply: Please send the completed volunteer enquiry form to philippahigginbottom@soundabout.org.uk or Soundabout, John Eccles House, Robert Robinson Avenue, Oxford Science Park, Oxford, OX4 4GP