



Coronavirus Support Coordinator (4 month contract)

This post is restricted to women due to the nature of the role. The Occupational Requirement under Schedule 9 (part 1) of the Equality Act 2010 applies.

Hours: 23 hours/week (0.6wte)

Length of contract: 4 months

Salary: £27,300 pro rata

Base: Kyra Women's Project – St Saviourgate, York

Accountable to: CEO

Closing Date: 9 November 2020

How to apply: Send CV and covering letter to sam@kyra.org.uk

Interviews: Will be held on 17 November 2020 – successful candidate would ideally be available to commence week commencing 7 December 2020

The Kyra Women's Project is the only independent charity in York which is dedicated to women's self-development. It is run by women for women. The charity brings together women who are isolated, emotionally vulnerable, or who are looking for help to improve their wellbeing.

JOB DESCRIPTION

PURPOSE OF ROLE

To support the Kyra management team (CEO and Business Support Officer - BSO) in recruiting, training, inducting, deploying and supporting a cohort of new volunteers to help Kyra re-instate services to members following the pandemic.

KEY RESPONSIBILITIES

- To work with the BSO to attract new volunteers to Kyra, using social and traditional media
- To liaise with applicants throughout the application process, providing accurate and positive information about Kyra and the volunteer role
- To help organise training sessions and induction meetings with potential volunteers

- To attend meetings with volunteers to support and encourage them
- To assist in the development of the volunteer recruitment and induction pack, and other materials as required
- To maintain regular contact with appointed volunteers, providing information, support and signposting as necessary, and referring on issues arising as appropriate
- To contribute to the development and content of the volunteers' newsletter, ensuring positive, accurate and interesting communications are maintained with volunteers
- To ensure that confidentiality, data protection and boundary policies are followed at all times.

Person specification for Project Worker – Coronavirus Support Coordinator:

Knowledge and skills	Understanding of voluntary sector and volunteering	Essential
	Experience of volunteering	Desirable
	Competent with use of social media	Essential
	Excellent communication skills, verbal and written	Essential
	Experience of working with a wide range of people	Essential
Attitudes	Self-starting and able to 'hit the ground running'	Essential
	Committed to equality and diversity	Essential
	Flexible and creative, able to adapt to changing situations	Essential



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