

**4SIGHT VISION SUPPORT
ASSISTANT VOLUNTEER COORDINATOR
21 HOURS PER WEEK (3 DAYS - NEGOTIABLE)
12 MONTH CONTRACT
SALARY £10,800 PER ANNUM (PRO RATA)**

4Sight Vision Support is a well-established charity based in West Sussex, supporting visually impaired people. We have an exciting opportunity for a motivated and dedicated professional wishing to make a positive difference to the lives of people living with sight loss, to coordinate and shape our volunteer programme and build on our successes

We are searching for candidates who have a proven track record recruiting, managing and developing volunteers to join us to create an exciting and rewarding volunteer programme providing support for vulnerable clients. Working from our Headquarters in Bognor Regis, we are looking for a working pattern of 3 x 7 hour working days per week but there is some flexibility within this pattern. This is initially a 12-month contract with the possibility of an extension, subject to the availability of funding.

Planning and developing the service in line with the charity's objectives and reporting to the Project 360° Liaison Officer/Volunteer Coordinator, key duties will include:

- promoting and advertising of volunteer opportunities;
- recruiting, training, development and management of a team of volunteers;
- developing and promoting the volunteering service;
- organising volunteer-based activities and events;
- managing the volunteer database
- developing and maintaining working partnerships with other organisations.
- producing statistical reports

Excellent organisational and time management skills are important, as is experience of partnership working within the voluntary sector and of working with a wide range of people many of whom may have a visual impairment and/or other health conditions.

You will be working as part of a vibrant staff team within West Sussex and you will benefit from having knowledge of the range of services available to support visually impaired people, and of working in a diverse environment. As this role requires some travel within West Sussex, applicants must be able to drive and have access to a car.

For an application pack please contact vacancies@4sight.org.uk

Closing date 8th February 2019