

POST	VOLUNTEER & OFFICE CO-ORDINATOR
REPORTING TO	CENTRE MANAGER
HOURS	37.5 HOURS A WEEK
SALARY	£24,000
LOCATION	MILTON KEYNES CENTRE
CLOSING DATE	10am 6th MAY 2024
INTERVIEW DATE	w/c 13th MAY 2024



THE SAFETY CENTRE

The Safety Centre is an award-winning safety education charity providing vital safety education to children, young people, and adults across a large region. Our vision is a society where all children, young people and adults have access to interactive, immersive, and memorable safety education and training, enabling safe and flourishing communities.

Our education centre Hazard Alley is the world's first interactive and immersive safety education centre, and our Education Team deliver vital safety education workshops directly into schools and community spaces.

We are seeking an enthusiastic and driven Volunteer & Office Co-Ordinator to play a key role in the running of our immersive and interactive education centre, working closely with our volunteers who are at the heart of our work in the centre.

KEY DELIVERABLES

- Leading on the management and support of the Safety Centre volunteer guides, ensuring all education tours and programmes are delivered to a high standard.
- Recruiting, training, and supervising volunteer guides, increasing the capacity for education programmes at the centre, and ensuring all data is accurately captured on relevant systems and databases including DBS checks.
- Delivering tours and programmes as a trained Guide and working closely with the Centre Manager to identify opportunities to grow educational activity at the centre.
- Utilising technology to manage volunteer scheduling, ensuring we have sufficient trained volunteers to meet operational needs.
- Proactively identifying opportunities to promote the charity and our volunteering opportunities by speaking at and attending a diverse range of community events and spaces.
- Providing effective volunteer management and coordinating relevant resources.
- Providing logistical support for the Centre Manager and the wider Centre Team in the running of onsite operations and team cover as required.
- Providing office support to the wider charity team including general administration and event planning.
- Training completed as a First Aider, Fire Warden and any other training required.

OTHER DUTIES

- To undertake duties as reasonably required as part of a small and supportive team to ensure the smooth running of all charity operations.
- Contribute to a positive working environment.
- Some evening working will be required for which time off in lieu will be given.
- Be a key holder for the centre.
- The job description represents the primary requirements necessary for the Safety Centre at this current time. However, it will be expected that roles may expand as our operations develop.



BENEFITS

- We offer a generous holiday entitlement of 27 days per year plus bank holidays
- Contributory pension scheme
- Free onsite parking
- Additional training and development opportunities

The Safety Centre is fully committed to equality of opportunity and diversity to ensure that we reflect the full breadth of the community we serve. We welcome applications from all suitably qualified candidates.



Immersive Education At The Safety Centre
Hazard Alley



Outreach Safety Education
At Schools Across The Region

THE SUCCESSFUL APPLICANT

The successful candidate will possess the following skills and experience:



ESSENTIAL

- Worked within a training or education environment.
- Demonstrable experience of planning, organisation, and scheduling skills.
- Proven experience of strong IT skills including use of Microsoft Office tools such as outlook, word and excel to manage workload and projects.
- Demonstrable experience of providing high quality and professional customer care and resolving issues as they arise.
- Proven experience of managing multiple priorities at the same time and meeting objectives within agreed timeframe.
- Demonstrable experience of working on own initiative and as part of a small team.
- Excellent communication skills, both written and oral, for a range of audiences.
- Full clean driving licence with access to vehicle.

DESIRABLE

- Managing, developing, and leading volunteers.
- Experience in a volunteering role.
- Experience of working with children, young people, and SEN groups.
- Experience of supporting or organising events.

DEADLINE FOR APPLYING

The Safety Centre is fully committed to equality of opportunity and diversity to ensure that we reflect the full breadth of the community we serve. We welcome applications from all suitably experienced candidates.

To apply for this vacancy please email wendy@safetycentre.co.uk the following documents by **10am on Monday 6th May 2024**

- A comprehensive CV detailing your work experience (Maximum 3 sides of A4)
- A supporting statement outlining how your skills and experience meet the requirements outlined in the essential (Maximum 2 side of A4)

Please note interviews for shortlisted applicants will be held week commencing **13th May 2024**.