**Volunteer Recruitment and Development Coordinator**

Fixed term 12-month maternity cover contract

Part-time, 21 hours per week.

Salary: NJC scale 19 FTE £33,251 (including LW) Pro rata £19,951

*A unique opportunity to join our friendly, energetic team and empower local volunteers to change families’ lives*

Build on our strong volunteer base and create a brighter future for families in Richmond, Kingston and Hounslow in this flexible, hybrid, part-time 12-month role.

You will be the first point of contact for volunteers and be committed to developing a volunteer pool that reflects the diversity of communities across our three boroughs. You will bring excellent interpersonal and organisational skills to engage, enthuse and retain volunteers with the skills and motivation essential to fulfilling our mission.

Tech literate, you'll be able to multi-task, implement plans and manage a range of projects. You will take the lead in nurturing and celebrating our volunteers, working as part of a friendly and highly motivated team with extensive experience in family support, marketing and operations. This role benefits from 23 days of annual leave, the option of employer-matched pension contributions up to 8% of salary and a flexible, hybrid working structure co-developed by our team.

Home-Start Richmond, Kingston and Hounslow is a vibrant family charity, essential to the wellbeing of our communities. We provide vital support to families during the important and challenging early years of raising a child. Through one-to-one partnerships and family groups, our volunteers help families respond and adapt to their experience of parenthood.

Full job description and information on the application process can be found on our website at https://homestart-rkh.org.uk/about-us/#vacancies

Closing date for applications: 5pm, Monday 30th June 2025