



## **VOLUNTEER MANAGER**

To assist in the recruitment of volunteers

To arrange homechecks and transport runs

To act as a central point of contact for the Team Managers as regards volunteer recruitment, retention and administration.

Strong organisational skills

Ability to keep accurate, up to date and secure records

I.T Skills in particular Word and Excel

An outgoing and confident personality with good communication skills.

Training qualifications or experience would be of benefit but not essential