WIVELISCOMBE
TOWN HALL AND LIBRARY

Volunteer Coordinator (Training & Support)

Title: Volunteer Coordinator – Help Build and Support Our Volunteer Team

About us:
The Town Hall Trust is powered by volunteers. As we reopen and grow, we need someone to help ensure volunteers feel confident, supported and valued.

The role:
Take the lead in welcoming, organising and supporting our volunteer team, including helping to develop simple training and guidance.

What you'll do:

- Welcome and onboard new volunteers
- Help organise rotas and roles
- Develop simple training or guidance (e.g. front of house, events)
- Be a point of contact for volunteer support
- Help build a positive and inclusive volunteer culture

What we're looking for:

- Strong people and communication skills
- Organisational ability
- A supportive, approachable attitude
- Experience managing people (formal or informal) is helpful but not essential

What you'll gain:

- Leadership and coordination experience
- The chance to shape a growing volunteer community
- A central role in the success of the Town Hall

Time commitment: Flexible, with some coordination around events

Our commitment:
We are committed to building a diverse and inclusive organisation that reflects the communities we serve. We welcome applications from people of all backgrounds.

Interested?
We'd be happy to arrange an informal conversation.

Contact:
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