**Senior Recruitment Coordinator**

* Office based in Bedford, with travel to volunteer and community events and schools.
* £26,500 to £32,000 per annum
* 30 to 37.5 hours per week to be worked within 9am - 5pm Monday to Friday with 30-minute unpaid lunch break. Option for flexible working.
* Reports to: Head of Operations

**Role Description:**

An exciting opportunity to become part of the operations team at Schoolreaders, a small, young, and fast-growing charity that is expanding to help more children learn to read across the country. The Schoolreaders operations team recruits volunteers from local communities and matches them to a primary school where they listen to children read on a one-to-one basis. We support over 27,000 children in over 1,300 schools every week with a Schoolreaders volunteer.

We are looking for a committed individual to join Schoolreaders to be part of the team delivering this vital support to schools, with the aim of supporting 35,000 children by the end of 2024/25. This role is to recruit primary schools and corresponding targeted volunteers in specific counties.

This is a pivotal role and will require adaptability. Your skills and experience will reflect volunteer and customer service ability, previous management of others, presenting skills, excellent organisational skills, a strong familiarity with telephone and on-line communication with the public, and excellent spoken and written English. You need to be competent with Excel and IT generally and it would be an advantage to have experience with the Salesforce CRM system. A background in the education sector would also be beneficial.

**Main purpose and scope of the job:**

To plan and deliver the recruitment of reading volunteers and partner schools across the 48 counties in England. Manage three regional recruitment coordinators to generate applications and ensure volunteer targets are achieved and focus on supporting schools and children from the areas of greatest need. Work as a team to recruit volunteers, schools and engage with local community organisations, delivering presentations about Schoolreaders and meeting with stakeholders. Manage the regional county ambassador network of 20 volunteers who work to recruit volunteers in their areas and support fundraising events. Schoolreaders currently has 2,700 volunteers in school.

**Key Duties and Responsibilities:**

* Plan, manage and report on the Schoolreaders recruitment process to ensure monthly and annual performance targets are achieved for both volunteers and schools, including delivering the Schoolreaders deprivation strategy for prioritising schools with the highest need where possible.
* Recruit volunteers through a range of methods in specific areas within counties for target schools as per annual targets and work to retain existing volunteers.Expand the recruitment of volunteers from different backgrounds and across communities.
* Research, engage and present to groups about Schoolreaders. Manage relationships and promote the scheme with a range of stakeholders, including education organisations, multi-academy trusts, local authorities, and other organisations such as community groups to recruit both schools and volunteers in targeted areas. Occasionally these may be in the evenings.
* Manage and support the county volunteer teams to recruit volunteers in targeted areas, including producing reports, on-boarding new members, regular review meetings, providing training and supporting them to be proactive and effective.
  + Coordinate and facilitate the delivery of the termly Schoolreaders County team meetings including presentations and training.
* Be involved in the planning, communication and delivery of events – support fundraising in the delivery of those run by county team members, liaise with the different stakeholders and ensure compliance with financial processes and the correct level of support is provided to all parties.
* Collaborate with the fundraising team to ensure opportunities for corporate, community and individual relationships are maximised.
* Build strong relationships with partner schools to develop on-going partnerships ensuring more volunteers are placed and retained by the school and more children reached.
* Identify relevant media channels and liaise with the communications manager re placing articles as directed. Be interviewed about Schoolreaders for occasional radio opportunities.
* Follow the operations systems and procedures. Support the operations team during peak times with volunteer interviews and engagement.
* Any other operational duties as requested by the Schoolreaders team.

**Essential skills:**

• Excellent oral and written communication skills

• Experience managing others

• Confident presenting to a variety of audiences

• Friendly and professional telephone manner

• Strong administrative skills

• Excellent knowledge of MS Office Suite, in particular Excel and reporting

• Initiative and the ability to be tenacious when required

• Reliable and able to work on your own initiative

• Strong research and analytical skills

• Good time management and ability to prioritise tasks

• Understanding of the important role of volunteers

• Willing to undertake a full DBS check

• Driving license and access to car

**Desirable skills:**

• Experience of co-ordinating volunteers

• CRM Experience, i.e., Salesforce

• Previous experience working in an educational environment

• Social media experience

**What we offer:**

Training and development opportunities. Changing children’s life chances through your work. Travel allowance, staff away days, flexible working.

**Closing date** for applications is 23.59pm on 30/09/24

**Applications will be reviewed, and interviews offered, on an ongoing basis. We reserve the right to close the role prior to the closing date should a suitable applicant be found, so please submit your application as soon as possible**.

Further details including the job description and an application form can be found on our website.

Schoolreaders is committed to safeguarding the welfare of children and young people and requires staff to share this commitment. This post is subject to a range of vetting checks including a basic disclosure check of unspent criminal convictions.

Schoolreaders is a charitable incorporated organisation registered in England and Wales (1159157)

[www.schoolreaders.org](http://www.schoolreaders.org)

**PERSON SPECIFICATION**

**Senior Recruitment and County Team Coordinator**

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| Criteria | Assessment  A, I, T | Essential or Desirable |
| Skills |  |  |
| Excellent oral and written communication skills | A, I, T | Essential |
| Strong presentation skills | A, I, T | Essential |
| Friendly and professional telephone manner | I | Essential |
| Strong administrative skills | I, T | Essential |
| Initiative and the ability to work in a pressurised environment | I, T | Essential |
| Reliable and able to work on your own initiative | I | Essential |
| Good research and analytical skills | I | Essential |
| Good time management and ability to prioritise tasks | I | Essential |
| Able to manage own time and work as part of wider team | I | Essential |
| Knowledge |  |  |
| Excellent knowledge of MS Office Suite, in particular Outlook | A, I, T | Essential |
| Understanding of the important role of volunteers | I | Essential |
| CRM Experience, i.e. Salesforce | I | Desirable |
| Excel and reporting | I, T | Desirable |
| Experience |  |  |
| Managing others | A, I | Essential |
| Experience working in the education sector | I | Desirable |
| Social media experience | I | Desirable |
| Qualifications |  |  |
|  |  |  |

A = application form, I = interview, T = test