

Investors in Volunteers Coordinator (Voluntary/Intern/Returnship position) – Advert

Job Title:	Investors in Volunteers Coordinator
Location:	Bath, Somerset
Salary:	This is an unpaid voluntary position
Hours:	Negotiable and flexible
Closing Date for Applications:	Midday, 16 th November 2017
First Interviews:	w/c 20 th November 2017

If you are looking for an exciting volunteering or intern/returnship opportunity with huge scope and door-opening potential, and can bring experience of administration, organisational or leadership skills with an interest in and concern for vulnerable adults, then we look forward to hearing from you.

Genesis Trust Bath is a Christian charity based in Bath with a mission to help and support homeless, vulnerable and marginalised people in and around Bath. At present this is done through ten projects, with sixteen mainly part time employees and over 700 volunteers, many of whom belong to local Christian congregations.

Genesis is growing, with an exciting new property development taking place in 2018 and the launch of a new social enterprise to add to the ten existing projects, some of which are expanding significantly. This is an opportunity to be involved in our growth as a charity, as Genesis is positioned for the next phase of its development. Your work will make an immediate difference to the most vulnerable and marginalised in our community.

In order to continue the development of our encouragement and support of over 700 volunteers, Genesis is starting a programme in December 2017 to become accredited as an “Investor in Volunteers” organization. This role is critical to achieving this. You will be a key member of the Central Services Team which provides the following functions to the projects within Genesis: leadership and supervision, governance, financial recording and reporting, fundraising, HR and H&S support, internal and external communications and other general office functions. This role will report directly to the Chief Executive. Ideally the successful candidate will be able to start in time for the programme kick off on 7th December and be available until its conclusion in late 2018.

The successful candidate will be expected to demonstrate:

- Knowledge and experience of administration, finance, bookkeeping, payroll and/or data administration (ideally Sage, Quickbooks and Inform/Salesforce).
- Organisation and IT skills.
- Sympathy to and support of the Christian ethos of Genesis.
- Being able to relate well to people from differing backgrounds.

For an Application Form and Job Description, please contact

Vitalie Duporge - Tel: 01225 463549 **Email:** office@genesistrust.org.uk