

Cathedral Volunteer Programme Coordinator

Appointment Type: 12 months fixed term. **Working Hours:** 35 hours per week, Monday to Friday with flexibility for some weekend or late finish working. **Location:** The Cathedral Church of St John the Evangelist, Salford, M3 5LL **Salary:** £26,000-£32,000 per annum

About: The Diocese of Salford is seeking to recruit a suitability qualified individual to coordinate the Salford Cathedral Volunteer Programme alongside the establishment and development of the Volition Programme (www.volitioncommunity.org). This is an exciting opportunity for a highly organised and motivated team player to grow and develop the Volunteer Programme at Salford Cathedral, working in close partnership with representatives from Volition Community at Manchester Cathedral.

What we are looking for: The successful candidate will have significant experience of working in the field of volunteering and knowledge and expertise relating to employability. They will be committed to the role and passionate about the contribution of volunteers. The post-holder will possess excellent interpersonal skills with an ability to foster collaboration and develop effective working relationships with a range of people.

What you will need: Strong Leadership skills with a working knowledge of current legislation relating to volunteering and long-term unemployment. The ability to be empathetic and respectful and possess a good understanding and awareness of health & safety and safeguarding requirements. Sound problem-solving skills with an ability to be proactive and work on your own initiative within a framework set by the Diocese. A willingness to work within the ethos of the Roman Catholic Church and the Church of England.

The Diocese of Salford is committed to safeguarding and promoting the welfare of children, young people and adults at risk of harm. The post holder will be expected to contribute to a positive culture of safeguarding within the organisation. This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service. It is not required that the post-holder be Catholic. However, it is expected that they will work in line with the ethos of the Catholic Church.

Closing date for applications: 12 noon on Friday 8th January 2021

To download an application pack please visit our website:
<https://www.dioceseofsalford.org.uk/news/vacancies/>

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