The Queen's Award for Voluntary Service
The MBE for volunteer groups

emerge

Units E1-8 & A36
New Smithfield Market
Manchester, M11 2WJ
Tel: 0161 223 8200
faresharegm.org.uk

14th January 2022

Re: Volunteer Co-ordinator

Thank you for your interest in the above vacancy. Please find attached a job description and person specification, application form and some overview information about EMERGE and FareShare Greater Manchester (also see the EMERGE website and the FareShare GM website for further information).

Our Volunteer Coordinator is a core part of our organisation, providing a professional and comprehensive first point of contact service to volunteers and stakeholders, coordinating and administering the volunteer recruitment process and partnering with key teams to understand volunteering needs to inform future recruitment drives. You'll need to be confident building strong relationships with our volunteers as well as comfortable keeping our volunteering data up to date and accurate.

Please complete the application form – it is very important that you show us how your experience matches the essential and desirable qualities outlined in the Knowledge, Skills and Attributes section of the person specification.

You may enclose a C.V. if you want to, *however you must be aware that this will not serve as an alternative to completing our application form*. Please email completed forms to recruitment@emergemanchester.co.uk .

The **closing date** for applications is **noon on Friday 28th January 2022.**

Interviews are expected to be arranged to take place in week commencing 31st January 2022.

If you have any queries about the job or the application process, do not hesitate to contact me on 07713 157314 or by email (see above). We look forward to hearing from you.

Yours sincerely,

Sandy Middleton

Sandy Middleton
Interim HR Consultant

Livv investment

FareShare Greater Manchester

touch WOOD

EMERGE 3Rs is a Social Enterprise registered in England No 3556346 and Charity No 1132944 & VAT No 945790874 - D-U-N-S No 235581266
FareShare Greater Manchester is a charitable operation run by EMERGE 3Rs in partnership with FareShare National
EMERGE Recycling is a Community Benefit Society FCA registration No. 8239 VAT Registration No.337811396 we also support 'Touch Wood'