

East Partnerships and Recruitment Coordinator

Job Description and Person Specification

Job Description

Effective Volunteer Mentor Recruitment

- Support the recruitment of high-quality volunteer mentors to the required numbers through both online and face to face engagement
- Communicate MCR's purpose and develop purposeful relationships with prospective and existing mentors and organisations
- Engage with local partners, organisations and community groups to recruit local volunteers
- Work with colleagues to deliver on mentor recruitment plans and share best practice
- Support and implement organisational recruitment campaigns
- Keep accurate records of all your activities in our system to track our progress
- Ensure effective delivery of local Volunteer mentor recruitment plans, so that mentor recruitment and retention continuously meets regional demand

Relationship management

- Support organisational recruitment campaigns & the engagement of prospective volunteer mentors from the local area
- Build mentor commitment, confidence & engagement throughout the recruitment experience to enhance impact and retention

Drive continuous improvement

- Meet targets, monitor & report on performance
- Keep up to date with, and communicate persuasively and clearly, the challenges faced by vulnerable young people, necessitating the need for MCR Pathways.

Person Specification

	Essential	Desirable
Skills & Experience	Recent and successful experience of proactive volunteer recruitment Skilled and experienced at relationship-building on an organisational and individual level Excellent written and verbal communication skills and emotional intelligence Experience presenting compelling and emotionally engaging information sessions to stakeholder organisations and individuals Experience in delivering timely and consistently exceptional customer service, ensuring you reflect the MCR values	Experience of recruiting and engaging with a diverse range of volunteers An understanding of the challenges and barriers that care-experienced and/or disadvantaged young people may experience Experience of mentoring or volunteering Experience in leading consistently exceptional customer service Experience of utilising Google Workspace and Salesforce
Abilities	Excellent ability to present information coherently with engaging manner Exceptional ability to build and maintain meaningful relationships with a broad range of stakeholders Ability to work independently and as part of a remote team	Excellent ability to present information to organisations and individuals and to persuade them to engage emotionally with the MCR programme
Attitude & values	Self-motivated, committed to MCR cause and values, with the resilience to successfully recruit mentors. Can-do, proactive, flexible, solution-focused attitude. Team player, committed to going the extra mile to recruit mentors from all walks of life.	
Qualifications		National 5+ (or equivalent) Maths and English and/or HNC level or above in relevant subject