

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