



WiSH Volunteering Team Leader

Voluntary Role

WiSH is a not-for-profit registered charity, which has now established a museum in and around AFC Wimbledon's' new Plough Lane stadium. WiSH also reaches into the community. Supporting and retaining excellent Volunteers is vital to the ongoing success of WiSH, as such, this is a key role.

The Volunteering Team Leader role requires an enthusiastic, supportive, inclusive, reliable, dedicated person who is a great communicator.

Through this role, you will

- Support Team Leaders in the recruitment of new Volunteers.
- Oversee Volunteer DBS checks when needed.
- Support Team Leaders in retaining Volunteers - ensuring they are utilised appropriately, listened to, recognised, supported, and appreciated.
- Organise an annual WiSH Volunteer Celebration / Award event
- Become part of the WiSH management team / liaise and support Team Leaders
- Complete an annual report, which includes collating Volunteer hours and their value
- Nurture and maintain an inclusive, friendly, and communicative Volunteer network
- Complete all required Volunteer paperwork and attend or conduct meetings / training as appropriate



Person Specification

ROLE TITLE	WiSH Volunteering Operations
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REQUIREMENTS	Essential / Desirable	Evidence measured at
QUALIFICATIONS /EXPERIENCE	E/D	Application (AP) Interview (INT) Reference (R)
Relevant Qualifications	D	AP
Relevant Experience	E	AP, INT, R

SKILLS AND ABILITIES		
Effective communicator with good organisational and interpersonal skills.	E	AP, INT
Reliable with sufficient time available (approx. 5 hours per week). Ability to work to flexibly and to deadlines	E	AP, INT, R
Integrity & ability to maintain confidentiality	E	AP, INT, R
Able to work in a team and individually	E	APP, INT, R
Able to motivate, direct and support others	E	APP, INT, R
Committed, passionate and Self Motivated with a Willingness to learn	E	APP, INT
Confident, friendly with an encouraging, yet realistic outlook	E	APP, INT
Awareness of own limitations & boundaries	E	APP, INT
Good I.T skills (Word / Excel)	E	APP, INT
Understanding of diversity, inclusivity, and accessibility	E	APP, INT