

Volunteer Project Coordinator

Job Title: Volunteer Project Coordinator

Organisation: Women for Women's Empowerment (W4WE) Hygiene Bank

Location: Southwark, London (Remote and Local Engagement)

Hours: Flexible, up to 20 hours per week

Contract: Temporary with potential to become permanent

Overview:

The Volunteer Project Coordinator leads the W4WE Hygiene Bank project, overseeing the collection, sorting, and distribution of hygiene products. This role requires strong leadership and organisational skills to ensure the project meets community needs.

Key Responsibilities:

- Lead and manage a team of volunteers to run the Hygiene Bank project.
- Set up and manage local drop-off points and organise collections.
- Coordinate the distribution of hygiene products to community partners.
- Engage with local partners and build relationships with stakeholders.
- Manage project administration, including reporting and record-keeping.

Skills Required:

- Strong leadership and project management skills.
- Excellent communication and organisational skills.
- Ability to engage with community members and stakeholders.
- Proactive and adaptable in a dynamic environment.
- Passionate about making a difference in the community.

How to Apply:

To apply, please email careers@w4we.org.uk with your CV and a statement of up to 400 words outlining your experience and suitability for the role. Alternatively, you can apply online at <https://w4we.org.uk/volunteer-project-coordinator/>