



Role Descriptor – Volunteer Co-ordinator

Who We Are	The Living Room is an award winning, abstinence-based addiction recovery charity founded in 2000. We provide free group therapy treatment to adults from our hubs in Stevenage, St Albans, Watford and our virtual Hertfordshire Hub. Our groups are facilitated by trained counsellors who are in long-term recovery from addictions – they’ve seen it, done and are wearing the T-shirt. We also provide support for family and carers of those with addictions.
Who You Are	Someone who is friendly, reliable and committed to providing regular support as part of an inclusive team. You care about your local community and want to help people make a difference. You want to help support vulnerable and disadvantaged people in your local area. You have experience of managing others, with a collaborative and organised approach.
Purpose of the Role	To co-ordinate activities of our volunteers and to ensure their health, wellbeing and acknowledgement.
Tasks	• Awareness of activities delivered by volunteers. • Manage the volunteer database. • Support volunteer inductions, training plans and appraisals. • Recognise and reward volunteer contributions. • Be actively involved in Volunteers Week. • Uphold and creatively engage in the 6 Point Promise. • Participate and encourage SoTLR to participate in events. • Maintain regular engagement with SoTLR members. • Promote involvement with The Living Room building relationships with potential donors, stakeholders, ex-clients and local businesses. • Raise awareness of The Living Room and its services.
Hours	We are looking for someone who is able to offer 6-18 hours per week on a flexible, regular basis.
Skills and Qualifications	To be a volunteer, you don’t need any qualifications although if you have specific skills that might be useful, do make those known on your application. What we do need is reliability and a commitment to help regularly, to be friendly and want to work as part of a really inclusive team. We will accept applications from anyone 16 and older and we are committed to having a diverse workforce. We hope you share our The Living Room values: Caring to Others, Client Focused, Community Minded, Competent and have Integrity.
Training and Support	We will provide you with an induction, training and support and you will be fully insured. We will provide you with a reference if you are looking to volunteer for a while until you have experience to look for paid employment – helpful if you want to improve your confidence when re-entering the job market. We are an Equal Opportunities Employer, Disability Confident Committed Employer and a Mindful Employer. We follow all Safeguarding Guidelines.



What is in it for Me?	Flexibility to work from home or in the hub of Stevenage, to be part of a team Make a difference in the community by supporting a Hertfordshire charity Be a leader amongst volunteers, for all to flourish and have a good sense of wellbeing Use of laptop Using skills that have lain dormant or unused for a while and the opportunity to learn new skills Investing in something you care about
Line Manager	Fundraising and Marketing Manager
Expenses	Out of pocket expenses will be reimbursed. Mileage costs at 45p per mile up to a maximum of £20 per return trip. Public transport up to a maximum of £30 per return trip.
How to Apply	To find out more please contact us on 0300 365 0304 or email us at enquiries@livingroomherts.org

“Volunteering at The Living Room has made me re-evaluate my approach to many things, particularly addiction. It has also given me a timestamp for my week (something to look forward to), continuing stimulation and interaction with others. I believe I make a contribution – in a small way – which in turn gives me satisfaction that my time is well spent.”
~ Volunteer at The Living Room.