**VOLUNTEER COORDINATOR**

The Charterhouse is a former Carthusian monastery in London which, since the dissolution of the monasteries in the 16th century, has served as private mansion, a boys’ school and an almshouse, which it remains to this day. Our remarkable historic site is situated on 7 acres near Barbican in central London, and has been home to a community of residents known as ‘Brothers’ since our charity was founded in 1611.

In January 2017 we opened to the public for the very first time and members of the public are invited to visit our new museum, shop, learning centre and coffee house. The museum, developed in partnership with the Museum of London, tells the story of the Charterhouse from the Black Death to the present day. We are thrilled to report that our museum achieved its annual visitor projection of 24,000 people to the museum within the first nine months of opening.

Engaging volunteers helps us forge links with the local community and unlock our full potential whilst contributing to the development of those who share their time and passion with us. We offer a range of volunteering opportunities in areas including collections management, gardening, learning, visitor engagement and befriending.

The purpose of the Volunteer Coordinator role will be to promote, develop and manage all aspects of volunteering at the Charterhouse. You will have responsibility for a volunteer programme in its infancy and this role therefore offers an excellent opportunity to build on our achievements and lead the team to new challenges. This is an exciting and varied 10-month role, working for a very special Charity in an incredible environment. Please visit our website, <http://www.thecharterhouse.org/> to find out more about us.

We are looking for an individual with a minimum of one year’s volunteer management experience, in a museum or heritage site, who has excellent interpersonal skills as well as the ability to communicate with a broad range of people both internally and externally. We need someone who is organised, proactive, reliable, flexible, and who has enthusiasm for supporting volunteers develop and learn through access to heritage. An interest in London’s history, a degree in a subject relevant to the history and activities of the Charterhouse and a good understanding of social media and online communication tools adapted to different audiences would make you stand out from the rest.

**If you are interested, please apply by sending your CV and a cover letter outlining why you are interested in the role.**

Duties of the role will be as follows:

* Be the first point of contact for enquiries from new and existing volunteers and work placements
* Recruiting, training and coordinating a diverse team of over 70 volunteers working in areas such as visitor engagement, learning, collections management, gardening and befriending.
* Developing new roles and conducting risk assessments.
* Managing a volunteer database.
* Managing the team of visitor engagement volunteers, coordinating monthly rotas and developing a programme of volunteer-led highlight talks.
* Managing budgets and expenditure, including volunteer expenses.
* Creating volunteer retention and development strategies, including induction procedures, opportunities for professional development, outings and thank-you events.
* Project evaluation and reporting.
* Managing work placements and overseeing higher education placements.
* Liaise closely with the museum team and support other members of staff managing volunteers.

