UK Maths Trust
15/18 Pure Offices, 4100 Park Approach, Leeds, LS15 8GB
enquiries@ukmt.org.uk

UK Maths Trust

Volunteer Coordinator - role description and advert

- **Location**: Leeds (hybrid working). We typically spend two days per week working from our offices at Thorpe Park.
- **Salary**: £32,855 - £36,862 FTE, pro rata
- **Hours**: 0.8 FTE. We are happy to look at flexible working options with prospective candidates.
- **Contract**: Permanent
- **Reports to**: Director
- **Annual leave**: 25 days + 3 days to be taken between Christmas and New Year when the Trust is closed + bank holidays (pro rata)
- **Pension**: We double your contributions, up to 10% of salary (e.g. you contribute 5%, we contribute 10%).

What we do

The UK Maths Trust (UKMT) is a volunteer-led charity that exists to advance the education of children and young people in mathematics. We do this by organising Competitions, Challenges, and other mathematical enrichment activities across the UK, promoting problem solving and teamwork. See ukmt.org.uk for more information.

About the role

UKMT's mathematical programmes are designed, developed, and delivered by over 400 volunteers across the country and reach hundreds of thousands of children each year. The Trust seeks a Volunteer Coordinator who will be responsible for supporting our volunteers with their work, attending both to individual volunteer applications and placement, and maintaining effective systems and processes to facilitate the Trust's programmes at scale.

Key responsibilities

The postholder will be expected to:

- Work closely with UKMT office staff, Trustees, Lead Volunteers and Committees to develop, promote and maintain a wide range of volunteering opportunities.

The UKMT is a company limited by guarantee (Company No. 3271283)
And is a charity registered in England & Wales (No.1059125)

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- Manage the end-to-end volunteer recruitment pipeline to ensure an adequate supply of trained volunteers for current and future activities.
- Be the first point of contact for volunteer concerns, issues, or feedback, resolving or escalating these as appropriate.
- Maintain accurate volunteer database records and provide timely statistical reports on volunteer activity.
- Ensure appropriate safeguarding training and checks are in place for volunteers that work with children, in line with the Trust's policies.
- Provide ongoing support and guidance to volunteers, recognising and celebrating volunteer efforts.
- Create and distribute communications to share news and progress on volunteering activity, in order to promote the work of UKMT and its volunteers internally and externally.
- Create, update, and distribute volunteer policies and procedures.
- Provide administrative support to volunteers and executive committees seeking to develop new or growing initiatives.

Person specification

- Experience in the recruitment, induction, support, and coordination of a volunteer workforce, along with the ability to attract and maintain the goodwill of a large number of volunteers.
- The ability to communicate and form strong professional relationships, while also building and maintaining effective systems and processes to coordinate activity at scale.
- Strong written and verbal communication skills.
- Excellent accuracy and attention to detail.
- The ability to work under pressure to deadlines and to prioritise a complex workload, and to navigate complex and conflicting priorities, situations and conversations in a clear and reasoned manner.
- The ability to work independently and cooperatively as an interface with many parts of the Trust, using initiative to make decisions, resolve problems, and work with minimal supervision.
- Experience in ensuring compliance with law and regulation governing volunteer activity.

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- Competence in a range of IT applications including Google Workspace, with the flexibility to adopt new digital ways of working where opportunities arise.

Please note that some of UKMT's activities run on weekends, and the post-holder may be asked to attend these on a couple of occasions per year. Time off in lieu is given for work required outside of core hours.

Please note, the successful candidate must pass an enhanced and barred list criminal record check from the Disclosure and Barring Service (DBS) as a condition of taking up this role.

How to apply

Submit a CV and a short statement (no more than 300 words) explaining how you meet the essential criteria outlined in the person specification.

The deadline for applications is 17:00 on Monday 9 November.

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