



African Rainbow Family  
A World without Prejudice

## VOLUNTEER COORDINATOR

|                      |                                                                                                                                                                                                                                          |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position:</b>     | African Rainbow Family Volunteer Coordinator                                                                                                                                                                                             |
| <b>Salary:</b>       | Full Time: 37.5 hours per week: £26,227.50 gross per year<br>(Part time: pro rata 2 days/16 hours per week: £10,491 per year)                                                                                                            |
| <b>Hours:</b>        | Part Time: Pro rata 2 days/16 hours a week                                                                                                                                                                                               |
| <b>Appointment:</b>  | 1-year fixed term contract with possibility of extension depending on funding availability                                                                                                                                               |
| <b>Pension:</b>      | Generous NEST pension scheme                                                                                                                                                                                                             |
| <b>Reporting to:</b> | Media, Communications and Relationship Officer                                                                                                                                                                                           |
| <b>Location:</b>     | Manchester with some travels to our other centres outside of Manchester including to partner meetings and occasional work in the evening and at weekends. Hybrid working options are available following a successful onboarding period. |
| <b>Closing Date:</b> | October 30, 2026                                                                                                                                                                                                                         |

## The role

We are looking to employ an experienced, hardworking, conscientious individual who will work as a Volunteer Coordinator within our small but friendly and efficient Staff Team. The successful candidate will be required to provide comprehensive supervision for our internal and external volunteers, including dealing with both partner agencies making guest speakers' and workshop delivery enquiries, booking volunteers for events and tasks. You'll be expected to step in, and volunteer where we struggle to find volunteers for events.

This position offers an exciting opportunity for those looking to make a meaningful impact through effective volunteer coordination. Join us in fostering a vibrant community of engaged volunteers dedicated to our mission!

The post holder will need to work flexibly to help African Rainbow Family meet, and overcome volunteering coordination challenges, and be able to embrace change with enthusiasm and open to constructive criticism. The post holder will contribute towards the growth and positive reputation of the African Rainbow Family, its success and development, and most importantly the health and wellbeing of our service users (Siblings).

You must have and display outstanding coordination and supervisory skills alongside excellent communication skills, problem-solving skills, and critical thinking skills. You are expected to be a conceptual thinker with superb organisational and time management skills. You must be reliable and should accurately follow instructions with the ability to multitask and acclimatise to our fast-paced environment. A full job description can be found below.

## Overview

The Volunteer Coordinator plays a crucial role in our charity. This position is ideal for individuals with a passion for community service and a strong background in volunteer coordination. The Volunteer Coordinator will work closely with various African Rainbow Family's teams to ensure that volunteer efforts align with organisational goals and effectively support our mission within the African Rainbow Family.

Must live in or near Manchester, London, Birmingham, Swansea, and Leeds.

## Get to know us

**African Rainbow Family (ARF) is the Leading UK Based Expert-by-Lived-Experience Grassroots Charity** (Reg. No: 1185902), **campaigning and advocating for racial justice and human rights of LGBTIQ+ refugees and people seeking asylum of African heritage & the Global Majority.** We are accredited by the [Immigration Advice Authority \(IAA\)](#) to provide expert by experience led immigration and asylum advice services (**Reg. No: N202536925**). We provide peer support, psychotherapeutic support, advice, moving-on, integration, information and counselling.

We provide peer support, psychotherapeutic support, advocacy, immigration advice, integration advice, information, employability advice and counselling.

ARF was established in 2014 by a lesbian in the wake of some Commonwealth countries in Africa's toxic and draconian anti-gay laws; persecutions and environment which seek to criminalise LGBTIQ+ people for the preference of whom they choose to love. ARF provides:

- Support For LGBTIQ+ Refugees and People Seeking Asylum
- Support communities who face constant harassment, hate crimes and discrimination heaped on them by an ignorant society because of their sexuality or sexual preferences and or gender identity.
- Campaigning For Global LGBTIQ+ Equality.
- Immigration Advice Services

Our main office is in Manchester with another 4 centres in Leeds, Birmingham, London and Swansea.

African Rainbow Family is committed to equality and diversity. We welcome applications from all sections of the LGBTIQ+ community, people with Lived Experience of asylum seeking, immigrant background and Black and Global Majority.

### **Benefits include:**

|                                              |                                                    |
|----------------------------------------------|----------------------------------------------------|
| 28 days annual leave including Bank Holidays | Generous pension scheme                            |
| Equipment to support your work               | Paid 2 duvet days a year                           |
| Development and growth opportunities         | Salary review                                      |
| Paid staff day off on their birthday         | Employee reward scheme                             |
| Free parking at our office                   | Paid Sick leave after 6 months                     |
| Employee wellbeing support                   | Cost of living crisis support                      |
| We are an accredited Living Wage Employer    | Flexibility around commitments for part-time staff |

### **HOW TO APPLY:**

Please read the job description and person specification. Email your completed application form and monitoring form to [info@africanrainbowfamily.org](mailto:info@africanrainbowfamily.org). The successful applicant will be required to undergo a standard DBS check and to disclose all non-protected criminal records at the point of interview.

## **JOB DESCRIPTION**

### **MAIN RESPONSIBILITIES**

#### **Duties**

- Develop and implement effective volunteer recruitment strategies to attract diverse candidates including African Rainbow family's Siblings.
- Manage the onboarding process for new volunteers
- Supervise and support volunteers during their service, providing guidance and addressing any concerns.
- Organize and facilitate volunteer training sessions to enhance skills and engagement.
- Allocate volunteers to tasks appropriate to their experience, skills and abilities
- Maintain accurate records of volunteer hours, activities, and feedback
- Ensure prompt reimbursement of volunteers' out of pocket expenses upon production of appropriate receipts
- Conduct public speaking engagements to promote volunteer programs and recruit new participants.
- Foster a positive environment that encourages volunteer retention through recognition and support.
- Be the direct contact for existing and potential volunteers
- Step in, and volunteer at events where volunteers are not available
- Any other responsibilities as commensurate with the post

### **ALL STAFF**

- Contribute to the vision and mission of the African Rainbow Family; working with colleagues in all teams to meet the objectives of the African Rainbow Family.
- Work to objectives, targets and work plans agreed with your line manager.
- Undertake specific projects and other ad hoc duties agreed with your line manager, fulfilling any deadlines, reviews and reporting procedures required.
- Take an active part in the one-to-one process and participate in training agreed with your line manager.
- Ensure the health and safety of all Siblings, colleagues, volunteers and visitors in accordance with the African Rainbow Family policy.
- Promote equality of opportunity and diversity in accordance with the African Rainbow Family policy.

## **PERSON SPECIFICATION**

### **ESSENTIAL**

#### **Qualifications and Essential Skills**

- Educated to at least GSSE level (minimum English and Maths A-C)
- Minimum of 2 years' experience of working in volunteer coordination role.
- Proven experience in volunteer coordination or management or related fields such as social work or community outreach.
- Proven experience in relation to Volunteer Coordination
- Strong leadership skills with the ability to motivate and manage diverse groups of individuals.
- Excellent public speaking abilities to effectively communicate with partners, potential volunteers and stakeholders.
- Experience in event organisation / coordination experience
- Strong organizational skills with attention to detail, capable of managing multiple tasks simultaneously.
- Ability to work collaboratively within a team while also being self-motivated.
- Accurate administrative and record-keeping skills
- Accurately input and amend the African Rainbow Family volunteers' data on our internal database in accordance with GDPR.
- Ability to step into volunteering role where no volunteer is available for a particular task
- Ability to collect and manage all volunteering data pertaining to the charity and events participated in.
- Good IT skills, including telephone, computers, databases, email.
- A team player who can work flexibly to meet the volunteering needs of the organisation
- Respond to all partners' volunteering-related enquiries in a professional and timely manner and distribute same amongst our volunteers

### **DESIRABLE**

- Awareness and understanding of the needs of LGBTIQ+ people seeking asylum.
- Training in volunteering role.
- Ability to communicate in languages other than English.
- Driving Licence.