



# Shop Recruitment Co-ordinator

## **Time commitment: flexible (min 4 hours per week)**

Our shops bring in over £6 million a year which helps disadvantaged children world-wide, but this figure is only achievable if each shop is staffed by a dedicated and committed team of volunteers.

Our shops are the public face of Save the Children so we need you to ensure that there's always a full team of friendly, motivated, well-trained and efficient volunteers in your shop so that it can operate effectively and bring in more money for vulnerable children world-wide.

We're looking for volunteers with great people skills to recruit and induct new volunteers and help support existing volunteers to feel happy in their roles by providing support, guidance and training.

## **What does the role involve?**

- Agreeing recruitment priorities with the Regional Manager and planning a recruitment campaign.
- Advertising for volunteers in creative ways to attract our target audience
- Interviewing applicants and taking references etc.
- Inducting new volunteers to the shop
- Mentoring new volunteers to ensure they feel happy in the shop.

## **Will the role suit me?**

**Yes,** if you.....

- Are passionate about helping children and making a difference through giving your time
- Have great people skills
- Are enthusiastic and outgoing and can develop a range of contacts with local groups and organisations
- Like working as part of a team
- Have good organisational skills
- Have experience in recruitment (not essential)

## **What will I get out of it?**

- The chance to meet lots of new people.
- All the training and support you need.
- The opportunity to use your skills to raise money for our work with children.
- Experience in retail and recruitment
- The opportunity to share your skills and experience.
- The challenge of working as part of a team of dedicated volunteers to make sure the shop is a success.