



Volunteer and Events Coordinator

Hours:	16 hours per week (Days negotiable)
Salary:	£28,000 pro rata
Fixed Term:	2 years fixed term until 2026, with potential to extend
Location:	Hybrid - Eyemouth, TD14 5HU/ Home
Report to:	Executive Officer

Are you a change maker?

Sea the Change is a Scottish Charity that has demonstrated a steadfast commitment to fostering happier, healthier and more sustainable communities across Berwickshire and the Scottish Borders.

Over the past six years, Sea the Change has evolved from a primarily volunteer-driven initiative into a well-established organisation with a dedicated staff team. This growth has enabled us to enhance our capacity to deliver high-value projects that directly contribute to our vision of creating positive change within our community.

With the support of National Lottery funding we have an exciting opportunity to join our team as the new Volunteer and Events Coordinator. As a Volunteer and Events Coordinator you will be responsible for:

- Recruitment of new volunteers - delivery of inductions, training and management of volunteer schedules and rotas.
- Preparing and presenting induction materials for new volunteers, including handbooks and induction programmes and volunteer policies
- Maintaining a central database of volunteers - updating and maintaining accurate volunteer records and tracking key metrics for reporting
- Plan, coordinate, attend (occasionally out of hours) and execute a range of charity programmes and events.
- Evaluate event success through feedback collection and analysis, making necessary recommendations for improvements.
- Promote the organisation's brand, image, values and initiatives with the delivery of presentations to a variety of audiences and key stakeholders.
- Happy to drive forward fundraising initiatives and bring innovative ideas for income generation.
- Maintaining contact with volunteers to support retention, ensuring volunteers have a positive and enjoyable experience.
- Promote Sea the Change upcoming events in a variety of ways, including via our social media channels.
- Any other ad-hoc duties that a small team requires.

Required Skills and Experience

- Experience in Volunteer Management/Events Planning.
- Strong communication and presentation skills - a personable, friendly and helpful manner.
- Confident social media, IT and marketing skills - attention to detail needed.
- Excellent organisational skills, with the ability to prioritise and manage own workload.
- Adaptable to change, flexible, and with a 'can do' attitude.
- Team player but can also work independently.

If you have any questions or would like to find out more, please contact Alice Fisher, Executive Officer at alice@seathechange.org.uk.

To apply please see: www.seathechange.org.uk/jobs

Together, small changes can make a BIG difference...