



Title: Volunteer Services Coordinator

Salary: MCJES Grade D £25,600 - £28,444 per annum

Hours/Contract: Full Time - 35 hours

Contract Type: Permanent

Based: Home ,Office based in Caterham and Surrey community.

Closing Date: 17th March 2024

Interview Date: TBC

An exciting opportunity has arisen for a Volunteer Service Coordinator to join our dynamic team. We are looking for a motivated, experienced, and enthusiastic individual with community engagement and volunteer management skills to join us at a time of exciting development of our services in Surrey.

Marie Curie Benefits Package:

- Season ticket loan for travelling to and from work
- Defined contribution schemes for Pension
- Marie Curie Group Personal Pension Scheme
- Loan schemes for bikes; computers and satellite navigation systems
- Introduce a friend scheme
- Help with childcare cost (T & C's apply)
- Entitled to Marie Curie Blue Light Card
- Entitled to Benefit-Hub Discount Scheme
- Life assurance – for all employees

What's in it for you:

- Annual leave allowance 25 days plus 8 public holidays (pro rata)
- Competitive Policy for parental/sick Leave
- Continuous Professional development – (Marie Curie supports and encourages personal and professional development)
- Industry leading training programmes
- Flexible Working
- Free DBS Check

What we're looking for:

- Excellent organisational, interpersonal and communication skills
- Experience of utilising initiative and autonomy to establish professional relationships
- Experience of supporting the development of new services
- Experience of delivering services using volunteers, befrienders and working in partnership with external agencies is desired

[Click here for full job description](#)

This Volunteer Service Coordinator will be focused on developing and implementing a community companion service and Advanced care planning service to support those at end-of-life, and their loved ones, within care home settings in East Surrey. This will include networking



and creating professional relationships with the local system providers to identify gaps and effectively develop the service in line with local need. Plus, the recruitment, training and ongoing management of volunteers to be able to effectively deliver the service.

Other South East Marie Curie Volunteer Services that you may be involved with are:

- Marie Curie Hospital Companions – support for dying patients and emotional and bereavement support for those close to them
- Marie Curie 'Talk About It' - supporting people to identify and document their end of life wishes in a holistic way
- Marie Curie Proactive Bereavement Service – Bereavement companions provide pro-active bereavement support to people across the South East
- Stories and Patient Experience – Volunteers support our quality team to hear the experiences and stories of those who have experienced end of life care

For more information or an informal chat please contact Roxanne Ainsworth, Deputy Head of Operations on roxanne.ainsworth@mariecurie.org.uk

Marie Curie is committed to its values, which underpin our work. We take stringent steps to ensure that the people who join our organisation through employment or volunteering, are suitable for their roles and are committed to safeguarding all our people from harm. This includes our staff, volunteers and all those who use or come into contact with our services. We are dedicated to creating not just a safe place to work but also a supportive and rewarding one.

We believe that diversity makes us stronger. Join Marie Curie and be part of an inclusive and equitable workplace where everyone's unique perspectives and experiences are valued. We welcome candidates from all backgrounds and walks of life. Apply today to bring your talents to our diverse and inclusive charity.

We're committed to making reasonable adjustments to support you throughout the application and selection process. You can request support via recruitment@mariecurie.org.uk

This role will be subject to receiving a satisfactory criminal record check.

We reserve the right to close this vacancy early. Agencies need not apply.

Same Posting Description for Internal and External Candidates