



## Schools Plus Team

**Schools Plus Coordinator** (1 - 2 roles available)

**Estimated hours:** 3 hours per week (*term time only*)

Winchester Hub is recruiting for Schools Plus coordinators to support our largest volunteering programme which aims to tackle educational disadvantage through supporting students to tutor in local schools. This is a great opportunity for someone who is passionate about educational inequality and is looking to gain skills in leadership, volunteer management and communication. You will be supported by Winchester Hub staff to oversee up to 60 volunteer tutors across the year. You do not need to have volunteered with Winchester Hub or Schools Plus previously in order to apply for this role!

**All responsibilities have the potential to take place in-person and remotely (subject to government guidelines). If you have any questions or concerns about this, please contact [hello@winchesterhub.org](mailto:hello@winchesterhub.org) for more information.**

### **Responsibilities:**

1. To be a point of contact for all Schools Plus volunteers and some school staff.
2. To lead the recruitment process, including advertising Schools Plus and assisting in running the selection workshops.
3. To attend inductions with volunteers when they first go to the school they will be volunteering at.
4. To check in on volunteers throughout the term to help support them and see how they are getting on.
5. Attend a weekly Hub committee meeting.
6. Assist the committee in fundraising efforts.

### **The ideal student will:**

1. Be enthusiastic about social action and Winchester Hubs' work!
2. Have good communication with the rest of the Winchester Hub student committee and the staff team.
3. Have a passion and knowledge of working with children so that you are able to support and advise our volunteers.
4. Be friendly, approachable and welcoming to new volunteers.

Please note, if you are interested in applying but feel you haven't developed these skills yet, we still want to hear from you! We believe this is a good development opportunity for you, how about giving us a ring or emailing us to have a chat about the role?

Number: 01962 827624

Email: [hello@winchesterhub.org](mailto:hello@winchesterhub.org)

**Interested in applying? Head to our website where you'll find our application form:**

<https://www.winchesterhub.org/activities/join-our-committee>.