



Make a difference, and help Age in Spain to recruit, develop and retain amazing volunteers

Volunteer Coordinator (Voluntary Position)

Volunteers are central to all of Age in Spain's activity and development. Help us to attract and keep the right people to develop our services and support for English speakers in Spain.

We are a small and friendly organisation that has a very big role - providing the information, tools and support to enable English speakers to integrate and thrive as active citizens in Spain. As Volunteer Coordinator you will support our small service management team through volunteer recruitment, training and placement in our different services (mainly online roles), by communicating and engaging with our community of volunteers, and by ensuring that our commitment to volunteers and volunteering is central to the way we operate and deliver.

This role is a remote voluntary opportunity that can be done from anywhere in Spain, or even abroad, provided you have a good internet connection and computer. Read our role description - [then get in touch!](#)

Role Description – Volunteer Coordinator

Purpose of role

You will be responsible for supporting the engagement and development of our volunteers, with specific responsibility for volunteer recruitment, onboarding, placement with service leads, and keeping our volunteers fully engaged.

This is a remote voluntary (non paid) role, ensuring that Age in Spain has the right number of engaged volunteers, with the right skills, at the right time, to deliver for our English speaking communities.

Main responsibilities

As Volunteer Coordinator, you will be responsible for:

a. Recruitment

- Reviewing the Age in Spain recruitment and on-boarding process and making it work effectively and in line with our Values
- Reviewing and updating role descriptions to make sure they are accurate, user friendly and fit for purpose



- Posting the roles on relevant job boards and social media sites for optimum coverage
- Receiving and acknowledging applications, and staying in touch with applicants throughout the recruitment process
- Reviewing applicants and discussing the applications with the appropriate Age in Spain staff member
- Scheduling interviews
- Supporting shortlisting, and initial interviews
- Taking references for successful applicants, ensuring they have sent in their criminal record check

b. Onboarding and engagement

- Onboarding of new volunteers when they start with Age in Spain, acting as their 'buddy' until they are settled in their role
- Reviewing and updating onboarding and induction materials
- Conducting periodic individual support meetings to listen, support, and ensure their placement is working well
- Organising volunteer (online) meetings a few times a year, so that volunteers are able to connect and share experiences
- Organising a quarterly volunteer newsletter to ensure they are regularly updated
- Developing a 'community of volunteers', who are informed, engaged and committed.
- Contributing to Age in Spain organisational policy and practice development to ensure that volunteering, and the volunteers themselves, are central to what we do
- Ensuring that volunteer contributions are valued and celebrated throughout the organisation

Time commitment

There are no set hours, and you can be flexible in the commitment you make as long as the aims of the role are achieved. We anticipate that during busy periods this may be up to 1 – 2 days per week. At other times, it may be no more than ½ day a week.

Ideally you would commit to the role for a minimum two year period.



The ideal person

- Is very organised, with an eye for detail
- Loves working with people, and is a great communicator
- Is motivated and takes full responsibility for their own area of work
- Is comfortable presenting to groups of volunteers
- Enjoys working in a small team
- Is PC literate and comfortable in the use of email, powerpoint, basic excel, Google and the like and has access to a PC
- Ideally, has an Admin and/or HR background, with some recruitment and onboarding experience

What we offer you

- You will make a big difference to how we work as an organisation, and to our volunteer community. This in turn will have a positive impact on the services we provide
- The opportunity to 'give back' whilst adding to your own development
- You will be part of a fun and friendly team, with regular online meetings with your manager and colleagues for supervision and support.
- You will further develop your recruitment, onboarding and volunteer engagement experience, with references and a certificate of service available for job seekers
- All out of pocket expenses such as travel costs, meals, printing/photocopying that are agreed by your manager

If you have any questions please contact john.goff@ageinspain.org

Want to know more about what we do? Visit www.ageinspain.org

Ready to apply? [Complete our short application form here.](#) We will acknowledge its receipt and one of us will be in contact with you shortly.

Make a difference - help Age in Spain attract, recruit, develop and retain amazing volunteers