

The Conservation Volunteers Hollybush

Administrator (Green Gym/Time to Shine)

28 hours pw to end March 2020 initially

Closing Date Wednesday 25th April 5pm Interviews 2nd May

Based Kirkstall, covering Leeds



The Conservation Volunteers – The Community Volunteering Charity

This is a new role within the TCV Hollybush team. We have two new programmes that require admin input, Green Gyms running sessions across Leeds and Time to Shine a programme to recruit and support the over 50s. Time to Shine is funded by the Big Lottery Fund using National Lottery funding.

These programmes have demanding targets on outreach and recruitment, with detailed evaluation and reporting requirements. Project finance records also need to be kept.

The scale of programmes at Hollybush requires a high level of public profile and outreach to key target groups. Marketing and promotion needs to be co-ordinated and phone and email enquiries efficiently handled and converted into interviews and attendance.

The post will also co-ordinate the publicity and marketing for the wider Centre to maintain relations with stakeholders and funders, to recruit volunteers, bring people to our events and boost customers to the cafe and woodwork project. This covers both traditional channels social media to the next level.

We need a well organised person, with a great ability to keep track of multiple tasks, with a good attention to detail and the ability to provide a sense of calm when needed. Sound confidence in IT and a willingness to learn new things is essential.

You will be a member of a busy and highly committed team which is based in an old farmhouse, in lovely grounds that back on to the canal. It is served by good buses, two train stations and the canal cycle route. Secure bike parking available.

Hollybush has been described as “a safe place where people can learn to be well again”

This post is subject to an enhanced DBS check. An application form AND **full post 16 CV** is required

Forms and further details www.tcv.org.uk/jobs. Return to J.Preston@tcv.org.uk

Questions 07801 686 035

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